

Professional Transportation Bulletin

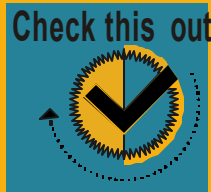
PTB 163

February 02, 2012

**Statements of Interest are due before 12:00 p.m.
on February 23, 2012
Selection Date: April 18, 2012**



Help?
INFORMATION



Illinois Department of Transportation
2300 South Dirksen Parkway, Springfield, Illinois 62764

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: April 18, 2012

The following revisions have been made to this Professional Transportation Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: There are no revisions as of February 02, 2012.

State Of Illinois Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1. It is available on **IDOT's WEBSITE** at <http://www.dot.il.gov>.

Professional Transportation Bulletin

The Professional Transportation Bulletin Contains information pertaining to the advertisement for offers of interest for professional services for Department of Transportation projects.

Questions concerning this Bulletin should be directed to:

Carrie Kowalski

Consultant Unit Chief

E-mail: Carrie.Kowalski@illinois.gov

Phone: 217-782-6916

Or mailing address:

Bureau of Design and Environment
2300 South Dirksen Parkway
Attn: Consultant Unit
Room 330
Springfield, IL 62764

Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 164	PTB 165	PTB 166	PTB 167	PTB 168	PTB 169	PTB 170
PUBLISH PTB	05/03/2012	08/09/2012	11/08/2012	02/07/13	05/02/13	08/08/13	11-14-13
***STATEMENTS OF INTEREST ARE DUE	05/24/2012	08/30/2012	11/29/2012	02/28/13	05/23/13	08/29/13	12-05-13
SELECTION MEETING	07/18/2012	10/24/2012	01/23/2013	04/24/13	07/17/13	10/23/13	01-29-14

***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 2-02-12 & 2-23-12 (12:00 P.M. NOON)**

STATEMENTS OF INTEREST RECEIVED AFTER 12:00 P.M. WILL NOT BE CONSIDERED

Required forms for each submittal are available at <http://www.dot.il.gov/desenv/deform.html>

Review the Guidelines and E-mail procedures in the PTB for submittal requirements. Both are linked in the bookmarks.

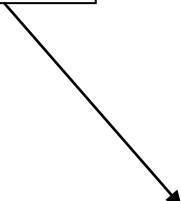
We encourage the review of the FREQUENTLY ASKED QUESTIONS, located in the NEW NOTICES and the website: <http://www.dot.il.gov/desenv/FAQ.html>

NOTICE

Proposed Negotiation Meeting information for Items will be available at the following link: <http://www.dot.il.gov/dobuisns.html>

Consultant Services

Link for
negotiation
information



[Bridge CADD Standards / Downloads](#)
[CADD Roadway Drafting Reference Guidelines](#)
[CADD Standards/Downloads](#)
[CADD Roadway and Structure Project Deliverables Policy](#)
[Consultant Forms](#)
[Consultant Mentor Protégé Program](#)
[Consultant Prequalification](#)
[Consultants Professional Transportation Bulletins](#)
[Facility Cost of Capital Rates](#)
[Federal Mileage Reimbursement Rates \(for existing contracts with CONUS\)](#)
[Frequently Asked Questions **NEW**](#)
[Negotiation Information for Current Bulletin](#)
[Professional Transportation Bulletin Schedule](#)
[Standard Agreement Provisions for Consultants](#)
[State Mileage Reimbursement Rates](#)
[Uniform Audit and Accounting Guide](#)

- **Region 1**
 - Diane O'Keefe
 - District 1
 - Items 1 - 20
- **Region 2**
 - Eric Therkildsen
 - District 2
 - Items 21 - 22
- **Region 3**
 - Joseph Crowe
 - District 4
 - Items 23 - 25
- **Region 5**
 - Omer Osman
 - District 8
 - Item 26
- **Bureau Of Design & Environment**
 - John Baranzelli
 - Item 27
- **Bureau of Bridges & Structures**
 - Carl Puzey
 - Items 28 - 29
- **Bureau of High Speed & Passenger Rail)**
 - Michael Garcia
 - Item 30

NOTICE

ELECTRONIC SUBMITTALS -- Update

02-02-12

As noted in PTB 162, to further enhance the prequalification system, IDOT is in the process of creating a web base application, Engineering Prequalification Agreement System (EPAS), to allow the electronic submittal of Statements of Experience and Financial Condition from Consultant Engineering Firms. When the electronic submittal is implemented, the department will no longer accept paper copies of the Statement of Experience and Financial Condition.

The testing phase is slated to begin sometime this spring.

EPAS will also allow the submittal of Statements of Interest for the Professional Transportation Bulletin from Consultant Firms as well. When the electronic submittal is implemented, the department will no longer accept Statements of Interest via e-mail.

Note the process for submittal of Statements of Interest for the current PTB 163 is not effected.

When we do determine the Statement of Experience and Financial Condition submittal time and the Statements of Interest submittal times for future Professional Transportation Bulletin, IDOT will give firms sufficient time to accomplish the new process.

Further information, as we begin implementation, will be sent via the e-mail distribution subscription service.

To subscribe and/or unsubscribe go to the IDOT web site under Doing Business, <http://www.dot.il.gov/dobuisns.html> then to Subscription Services, Design and Environment, Consultant Engineering Subscription.

ELECTRONIC PLAN SUBMITTAL

The Department of Transportation is in the process of implementing an electronic bidding process. In preparation of the new bidding process, the electronic submittal of plans from each District office to the Central Bureau of Design and Environment is being implemented. Effective for the March letting in addition to the paper copies required by each District, all contract plans and specifications will have to be submitted electronically to the District office. Please reference the CADD ROADWAY AND STRUCTURE PROJECT DELIVERABLES POLICY for information on the electronic submittal.

The policy is available on our website under doing business/ consultant services/ CADD Roadway Guideline or a this link <http://www.dot.il.gov/desenv/caddref.html> .

As a reminder CADD related files (dgn & gpk) are also required at the time of plan submittal to the District office. If you have any questions regarding electronic plan submittal, please contact the CADD supervisor in the appropriate District.

NOTICE
Department of Natural Resources
Selection for
PTB 162 Items 38 and 39

Department of Natural Resources (DNR) which requested Services in PTB 162, Selected the following Consultants:

Item	Project Description
38.	Construction Inspection at abandoned mined lands reclamation project sites in North & Central Region AML-GSwE-1148
	Firm: Andrews Engineering
39.	Construction Inspection, at abandoned mined lands reclamation project sites in Southern Region AML-GSwE-1149
	Firm: Brown and Roberts, Inc.

Notice
Of Recent IDOT Staffing Changes
2-2-12

Mr. William R. Frey - Interim Director of Highways/Chief Engineer

Mr. Aaron Weatherholt - Interim Deputy Director

Mr. Justan Mann – Acting Engineer of Operations

Mr. John Baranzelli - Acting Engineer of Design and Environment



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

December 20, 2011

MEMORANDUM TO ALL ILLINOIS DEPARTMENT OF TRANSPORTATION VENDORS

SUBJECT: Communicating with Vendors

It has been brought to the attention of the Illinois Department of Transportation (IDOT) from several sources that since the passage of Senate Bill 51 in August 2009, department employees have almost universally stopped communicating and meeting with our business partners. This has been the unfortunate result of the confusion and anxiety created by the bill. Now that rules have been established and training has been made available for procurement communication reporting, it is time for IDOT to do just that; communicate with our vendors.

By separate memorandum, IDOT employees are being instructed, when appropriate and possible, to meet with vendors for discussions that are advantageous to both. Therefore, I am establishing criteria and procedures that will allow communications and meetings between IDOT employees and vendors.

If you want to request a personal meeting with Illinois Department of Transportation (IDOT) staff and it is determined that such a meeting would benefit the department, the meeting request should be honored at the convenience and availability of IDOT employees. Such a meeting should not be scheduled in the time period that is two weeks prior to a selection committee meeting or a construction letting in order to remove any perception of the vendor attempting to unduly influence the procurement decision. Although the timing of the announcement of an RFP or other types of procurements are difficult to gauge, meetings with vendors that normally compete for department contracts through those types of processes should comply with all requirements of this memorandum with the exception of the two weeks exclusion of meetings before the procurement event.

At least two business days prior to the scheduled meeting date a representative of your firm must submit an agenda and a completed and signed OCC 2500 Form (Statement of Certification for Meeting with IDOT Staff) to the IDOT scheduler of the meeting which will be shared with all IDOT attendees. There will be no discussion of pending procurements by either side in the meeting. The discussions can concern your company's personnel, past experience and successes, company capabilities, new technologies, work done for other agencies and/or types of goods and services that your company performs or provides. Your company representatives will be asked to take

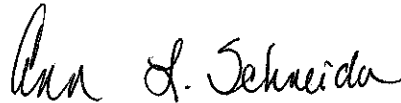
December 20, 2011

minutes during the meeting. If the discussion varies from the agenda or moves to pending procurements the meeting will be terminated and the vendor will be required to give a copy of their notes to the IDOT employee conducting the meeting.

Any violations of these guidelines will be dealt with on a case-by-case basis but could result in a one year suspension of your company's ability to meet with department personnel. I will be the decision maker on those issues.

It is time to get back to meeting with, getting to know, and working with our business partners for IDOT to be able to provide a better product for the taxpayers. If both you and your firm's representatives and IDOT employees follow the above guidelines, everyone will benefit.

Thank you for your interest in Illinois' transportation system.

A handwritten signature in black ink, reading "Ann L. Schneider". The signature is fluid and cursive, with the first name "Ann" being particularly prominent.

Ann L. Schneider
Secretary



Each firm/vendor meeting with IDOT staff must complete and sign this form before any such meeting occurs. A new form must be completed for each meeting and each firm/vendor involved.

I, the undersigned, attest and certify that I, and the firm/vendor I represent, are aware of all legal requirements for procurement communication reporting for the State of Illinois. This includes the contents of Public Act 096-0795, commonly known as Senate Bill 51; and any subsequent amendments thereto. Legal requirements also include internal IDOT policies on procurement communications as posted on its departmental website. I also attest and certify that the firm/vendor and I will adhere to those strictures, upon penalty of a one-year ban on any communication with department personnel.

Further, I attest and certify that the firm/vendor and I are aware of departmental requirements governing such communications, specifically,

- All opportunities for meetings are subject to IDOT staff availability.
- The firm/vendor must provide an agenda for the meeting, once scheduled, at least two (2) working days prior to the meeting date.
- The firm/vendor must take notes at all such meetings.
- No such meetings will take place less than two weeks before a Selection Committee Meeting or a scheduled Letting.
- Discussions are limited to:
 - Firm/vendor personnel
 - Firm/vendor past experience
 - Work done for other governmental entities
 - Goods and Services offered by the firm/vendor
 - Technology
- **THERE IS TO BE NO PROCUREMENT DISCUSSION, PERIOD, IN THESE MEETINGS.**
 - If such discussions occur, IDOT will collect meeting notes from the firm/vendor – augment them as necessary – and post them on the web.
 - In such cases, the individuals and firm/vendor involved may be barred from meeting with any IDOT staff for one (1) year.

By: _____
Signature Date

Please Print Name Title

Please Print Firm/Vendor Name

SB 51 Rules

Impacts

- Reporting is required on all communications with outside entities that do or want to do business with a state employee if the conversation is procurement specific.
- IDOT immediately recognizes the issues with reporting publically procurement conversations.
- IDOT stopped scheduling meetings with outside entities about future procurements.

SB 51 Communications Reporting Aftermath

- Two long years pass
- Firm/vendors hire and lose talent
- Firm/vendors purchase new technology
- Firm/vendors develop other relationships

SB 51 Communications Report Relief

- Senator Harmon has a task force that is looking at the procurement reform legislation to see if additional changes to the procurement laws are appropriate.
- Task force will continue their work through the summer.
- No action to date.

New Rules

- IDOT staff determines their schedule.
- Firm/vendor must provide an agenda two days before the meeting.
- Consulting firm/firm/vendor must take notes.
- All IDOT employees should also take notes.
- Outside entities must sign an OCC 2500 Form that they are aware of the communications reporting laws and will adhere to all of IDOT's policies.
- Lobbyists of firm/vendors are not prohibited from attending these scheduled meetings since no reportable discussions are to take place. Meetings with lobbyists are permissible as long as these rules are followed.
- No meetings less than two weeks before a Selection Committee Meeting or construction letting.
- All notes, the form signed by the firm/vendor and the agenda provided should be retained by the IDOT employee that scheduled the meeting.

▪ Discussions are limited to:

- Firm/vendor personnel
- Firm/vendor past experience
- Work done for local agencies, other state agencies or other states
- Technology
- Goods or Services performed by firm/vendor

▪ NO PROCUREMENT DISCUSSION – PERIOD

- If procurement discussions occur, we take firm/vendors notes, add ours as necessary and post them on the internet.
- If procurement discussions occur, firm/vendor may be barred from meeting with anyone from IDOT for a year.

Introduction

STATE OF ILLINOIS
Department of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

PROFESSIONAL TRANSPORTATION BULLETIN #163 **Publish February 2, 2012**

This bulletin is the official notice of needed professional services for the Illinois Department of Transportation (IDOT).

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information and forms to become prequalified from the INTERNET at: <http://www.dot.gov.il/Doing Business/Consultant Services/Consultant Prequalification>.

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project to the SOIPTB@dot.il.gov e-mail address.

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT AT THE ABOVE E-MAIL ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, February 23, 2012. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The firm's proximity to the project, when important.
- 3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed herein during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee.

Guidelines for Submitting Statements of Interest (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any work being done by a consultant, prime or sub must be prequalified in the IDOT prequalification category of work they are performing.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project that includes the following:

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number (if available, see recurring notices). No additional information is required on the cover.
- 2) A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- 3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 4) Color graphics/photographs should be limited in the submittal because the size limitation on incoming e-mail is 2 MB. Photo's etc. can create a large file so use at your discretion.
- 5) Complete **Exhibit A** as follows:
 - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
 - b) QC/QA personnel must be different individuals than the staffing, which prepared the documents.
 - c) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
 - d) Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
 - d) Identify proposed subconsultants and item(s) of work they will perform. If a DBE Goal is in the advertisement list the DBE subconsultant(s) and work the firm will be performing. All Subconsultants must be prequalified in the area of work they will be performing.
 - e) Include Mentor Protégé data if participating.
- 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**.
- 7) Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.
- 8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.

Guidelines for Submitting Statements of Interest (SOI)

- 9) The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required.
- 10) Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- 11) The Delinquent Debt Certification is separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included at the bottom of the Delinquent Debt document.
- 12) The Disclosure of Business Operations in Iran is a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- 13) Exhibit A, Exhibit B, the Current Obligations Form, Disclosure Forms, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are available as word documents on our web site: <http://www.dot.il.gov/desenv/deform.html>

The following addresses may be used when a hard copy of the SOI is requested to be sent to the Central Office in the advertisement:

Illinois Department of Transportation
Bureau of Design and Environment
Chief of Preliminary Engineering
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, Illinois 62764

If SOI is required to be sent to the Region/District, use addresses as follows:

Region 1

Ms. Diane O'Keefe

District 1

201 West Center Court
Schaumburg, IL 60196

Region 2

Mr. Eric Therkildsen

District 2

819 Depot Avenue
Dixon, IL 61021

Mr. Eric Therkildsen

District 3

700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

Guidelines for Submitting Statements of Interest (SOI)

Regional Engineers Continued:

Region 3

Mr. Joseph Crowe

District 4

401 Main Street
Peoria, IL 61602

Mr. Joseph Crowe

District 5

Route 133 West
P.O. Box 610
Paris, IL 61944

Region 4

Mr. Roger Driskell

District 6

126 East Ash St.
Springfield, IL 62704

Mr. Roger Driskell

District 7

400 West Wabash
Effingham, IL 62401

Region 5

Mr. Omer Osman

District 8

1102 Eastport Plaza Drive
Collinsville, IL 62234

Mr. Omer Osman

District 9

State Transportation Building
P.O. Box 100
Carbondale, IL 62903

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

We require Statements of Interest (SOI) to be submitted through the e-mail system using Adobe Acrobat 5.0 or greater Software.

Electronic submittals should be made to the Central Office only. The Central Office will forward the necessary consultant information to the Regions/Districts and other Bureaus or Divisions. All electronic submittals should be addressed to SOIPTB@dot.il.gov

Each prequalified consultant firm has been assigned a unique 2 to 6 character Firm Name Code that must be used when submitting electronic Statements of Interest. This code appears on the SEFC Prequalification Page, the page that lists the prequalification categories, and is sent with your annual prequalification letter. The code is located at the top of the page and is next to the Firm Name.

It is important your e-mail appear exactly as the attached example described below: (Note: ABC Engineering is used for example purposes only. The Code for this firm is "ABC")

- The Subject Line must read: FIRM NAME, PTB NUMBER, ITEM(S)

(Example: ABC Engineering, PTB 151, Items 4, 12, & 22) If there will be more than one e-mail please note as follows: e-mail 1 of ___ the total number to be sent.)

- The first line of your e-mail should indicate your Firm Name, PTB & Items Number(s) on which your firm is submitting.

(Example: ABC Engineering has submittals for PTB 151, Items 4, 12 and 22.)

- The second line should list the name, phone number, and e-mail of the person to contact should there be any questions regarding the submittal.

- Each attachment must be labeled as indicated below:

1. For each Item on which you are submitting use your 2-6 character Firm Name Code, immediately followed by the 2-digit Item Number (i.e., 01 through 99).
(Example: ABC04.pdf)

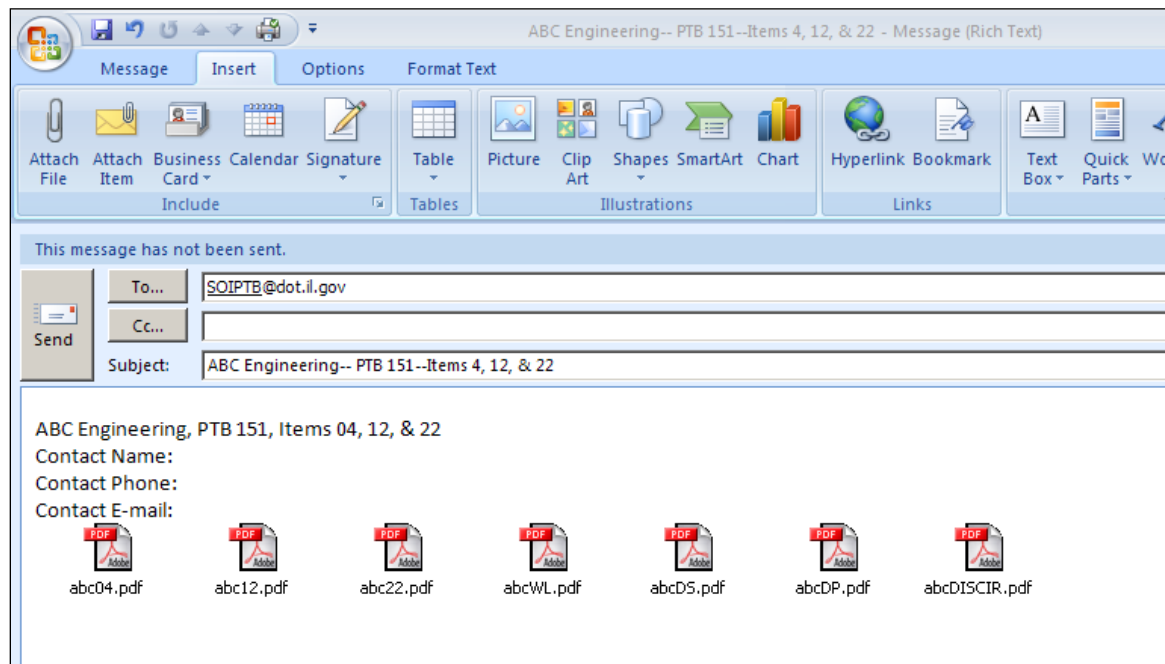
2. For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.
(Example: ABCWL.pdf)

3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.
(Example: ABCDS.pdf)

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

4. For your firm's Delinquent Debt Payment Certification, use your 2-6 character Firm Name Code, followed by DP.
(Example: ABCDP.pdf)
5. For your firm's Disclosure of Business Operations in Iran, use your 2-6 character Firm Code, followed by DISCIR.
(Example: ABCDISCIR.pdf)

Please review the following example e-mail:



Detail Descriptions of Attachments for electronic submittal:

- ABC04, ABC12, and ABC22 are the Statements of Interest for the submitted Items and must include Exhibit A. Following Exhibit A, include resumes of the key management personnel and project staff listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.
- ABCWL is the Current Obligation Form. Requirement: Only Prime submits one copy of the Current Obligation Form. Instructions shown on page one should not be sent.
- ABCDS is the Disclosure Forms. Requirement: Only Prime submits one copy of the Disclosure Form. Disclosure file would consist of Form A and Form B.

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

- ABCDP is the Delinquent Debt Compliance Statement. Requirement: Prime and any known subconsultants the prime will be using are required to submit this form. The forms should be converted to pdf and submitted as one pdf document, not multiple files.
- ABCDISCIR is the Disclosure of Business Operations in Iran. Requirement: Only Prime submits one copy of the form.

Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

Exhibits (A & B), Current Obligations, Disclosure Forms A & B, Delinquent Debt Certification, and Disclosure Business in Iran are available as electronic documents and may be downloaded from our web-site: <http://www.dot.il.gov/desenv/deform.html>. The bookmarks in the Professional Transportation Bulletin are also linked to the website.

Use the latest documents provided on the web site. The documents are labeled as follows:

- Exhibit A = BDE XHBT-A • Exhibit B = BDE XHBT-B
- Current Obligations = BDE CUR-OB
- Disclosure Forms (A & B) = BDE DISC 2 Template (Consultants)
- Delinquent Debt (Consultants) = BDE 3000
- Disclosure of Business In Iran= BDE 2900

We also have frequently asked questions for submitting Statements of Interest. They are located at <http://www.dot.il.gov/desenv/FAQ.html>

If you have procedural questions regarding the submittal process, please contact Carrie Kowalski at Carrie.Kowalski@illinois.gov.

PROFESSIONAL TRANSPORTATION BULLETIN REQUIRED FORMS FOR STATEMENT OF INTEREST SUBMITTAL

The forms listed below are in Microsoft Word 2007 except for the Current Obligations, which is in Microsoft Excel.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the [Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats](#) and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

All required forms are located at: <http://www.dot.il.gov/desenv/deform.html> and are shown below.

If the link next to form name below doesn't open the document, go directly to the site above.

BDE 2900	Disclosure of Business Operations in Iran	09/14/09
BDE 3000	Delinquent Debt Certification (Consultant)	
BDE CUR-OB	Consultant's Current Obligations for Statements of Interest.	10/01/08
BDE XHBT-A	Consultant Exhibits A	12/22/09
BDE XHBT-B	Consultant Exhibits B	12/01/09
BDE DISC 2 Template (Consultants)	Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure	8/24/11

TABLE OF CONTENTS

PTB 163

<u>Item #</u>	<u>County</u>	<u>Description</u>
<u>Region 1/District 1</u>		
1.	Cook	Phase I/II project on I-90/94 and I-290/Congress Parkway.
2.	DuPage	Phase III (construction inspection) for IL 59 from Ferry Road to Aurora Avenue.
3.	Various	Phase I Studies Program Management for various projects.
4.	Cook	Phase II project for the replacement Torrence Avenue over Grand Calumet River.
5.	Various	Phase I Studies Program Management for various projects.
6.	Cook	Phase II roadway reconstruction of Wolf Road from IL 21 (Milwaukee Rd.) to North of Hintz Road.
7.	Various	Various Phase III (construction inspection) projects.
8.	Various	Various Phase II projects.
9.	Various	Various Phase II projects.
10.	Various	Phase II Project Management, various traffic control & signage review for various projects.
11.	Various	Various Bridge Inspection Projects.
12.	Various	Various Value Engineering projects.
13.	Cook	Phase II project for IL 43, SB and NB bridges over MWRDGC RR.
14.	Cook	Phase II improvements to Des Plaines River Rd. from north of Touhy Ave to north of US 12 Rand Road.
15.	Various	Various survey projects
16.	Various	Various survey projects.
17.	Cook	Phase II Reconstruction project for IL 171 Archer Avenue and 95 th street intersection.
18.	Will	Phase II project for the intersection reconstruction of US 6 at Parker Road.
19.	Various	Various Geotechnical Investigations projects
20.	Various	Various Quality Assurance Aggregate/HMA/PCC projects.

TABLE OF CONTENTS

PTB 163

<u>Item #</u>	<u>County</u>	<u>Description</u>
<u>Region 2/District 2</u>		
21.	Winnebago	Various Phase II projects.
22.	Various	Various Phase II projects.
<u>Region 3/District 4</u>		
23.	Various	Various Phase III (construction Inspection) projects
24.	McDonough	Phase III (construction Inspection) project for Contract 68A42.
25.	Peoria	Phase II project for B.N.S.F. Railroad over IL 29 between Truitt Ave. and Senachwine Creek in Chillicothe, IL.
<u>Region 5/District 8</u>		
26.	St. Clair	Phase II project IL. Ave., MLK Bridge over Mississippi River in East St. Louis.
<u>Bureau of Design and Environment</u>		
27.		BDE Survey Manual Update/Rewrite.
<u>Bureau of Bridges and Structures (BBS)</u>		
28.	Various	Statewide Structural Engineering Services.
29.	Various	Various Bridge Painting Inspections.
<u>Central Bureau of High Speed & Passenger Rail</u>		
30.	Various	Program Manager for HS&PR

1. **Job No. P-91-259-12, I-90/94 and I-290/Congress Parkway, Phase I/Phase II Project, Cook County, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.07**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 20, 2012**, at **1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase I and II engineering services are required to perform all work associated with the preparation of a Preliminary Engineering and Environmental Study anticipated to be processed as a Categorical Exclusion (CE) and Phase II preparation of contract plans and related bid documents for the improvement of I-90/94 and I-290/Congress Parkway in the vicinity of and including the interchange (Circle Interchange).

Phase I is expected to include stakeholder involvement, evaluating the operation of the interchange and potentially adjacent interchanges, mainline I-90/94 and I-290/Congress Parkway, and the adjacent roadway network as necessary. In addition, the work may include identifying improvements needed to address safety and operational deficiencies, preparation of Access Justification Reports, complete bridge inspections and preparation of Bridge Condition Reports. The Consultant's work effort during Phase I may also include data collection, preparation of base maps and mosaics, complete topographic survey, accident analysis, traffic studies, geometric studies, intersection as well as interchange design studies, traffic maintenance analysis including a traffic management plan, drainage work including a Location Drainage Study (LDS) and pump station analysis, cost estimates including a project management plan, project report, and all other work necessary to complete Phase I.

Phase II is expected to consist of roadway and interstate plan preparation that may include widening and/or reconstruction; structure work including bridge rehabilitation and/or reconstruction, possible retaining wall rehabilitation, reconstruction and/or construction; potential intersection improvements and/or geometric modifications; and possible arterial road improvements which may include the addition/upgrade of traffic signals and roadway lighting. The proposed improvement may require new highway lighting system; new expressway signing; highway drainage system; surveillance items and all other work as required to complete the contract plans. It is likely that there will be several stages of work and multiple construction contracts required to complete the project. As a result, the Phase II portion of this project may be negotiated in multiple parts. The Consultant selected for this project will be required to provide input on the suggested sequencing of the stages and the most efficient way to package the construction contracts based on but not limited to construction staging and costs per contract. The Consultant may be required to maintain a project website for management of electronic files and to make coordination more effective.

The department will furnish to the Consultant any available aerial photography and mapping, crash data, utility coordination and correspondence, and archaeological, historical, biological, and special waste survey and coordination. The department will also provide access to any available archived "as-built" microfilm materials. A copy of the Master Plan Study completed for the Interstate 290/90/94, Circle Interchange, from Western Avenue to Wells Street, and from Polk Street to Hubbard Street completed January 2010 is expected to be utilized during this study.

The estimated construction cost for this contract is \$375,000,000. The completion date for Phase I will be 12 months after authorization to proceed. Phase II will be negotiated near the completion of Phase I. Phase II work must be completed within 12 months after authorization to proceed with Phase II.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of hydraulic/drainage calculations and preparation of the Drainage/Hydraulic Reports (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person in charge of the CSS/Public Involvement procedures. Include a detailed description of the CSS/Public involvement work he/she has directed involving facilitation of public meeting and public hearing, organizing work groups and press conferences, drafting press releases and property owner contract letters, etc.

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Freeways)
Structures (Highway: Complex)
Location/Design Studies (Reconstruction/Major Rehabilitation)
Hydraulic Reports (Pump Station)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

After all responses have been evaluated, firms may be asked to make oral presentations during the week of April 16, 2012.

2. **Job No. C-91-287-12, IL 59 from Ferry Rd. to Aurora Ave. (Illinois Jobs Now) – Phase III Project, DuPage County, Region One/District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 25, 2012 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement of IL 59 from Ferry Road to Aurora Avenue. This project includes advance and mainline work, as well as, interchange reconstruction, add lanes, pump station, noise walls, tree removal, and landscaping. Work includes but is not limited to, utility relocations, roadway reconstruction, widening, and resurfacing of IL 59 and side streets, temporary and permanent traffic signals, drainage structures, sidewalks/shared use path, retaining walls, installation of electrical duct banks, seven noise abatement walls, cleaning and painting existing bridge beam and concrete repair of existing bridge substructure, complete reconfiguration of the existing typical diamond interchange into a proposed Diverging Diamond Interchange. The IL 59 bridge over I-88 shall have two independent bridge structures consisting of two spans each with total length of 253 feet each. The two new structures are separated by a 44 foot wide open space median. New traffic signals are proposed at the I-88 north and south ramps. Pump Station No. 47 removal and replacement is expected to include concrete work, reinforcement bars, glass block and masonry work, doors and frame, roofing, sheet metal work, storm sewer and driveway. The pump station shall include mechanical work consisting of pumps including motors, fabricated metal, bowls, and impellers, heating & ventilating equipment, piping for pump and recirculation system and electrical distribution, control, instrumentation, intrusion and fire alarm, lighting, equipment, conduit and wiring, packaged engine generator system, electrical service connection and Supervisory Control and Data Acquisition (SCADA) system. Tree removal and landscaping of the entire corridor as shown on the plans and all incidental and collateral work necessary to complete the project is also included.

The following Structures are expected to be included:

- S.N. 022-2029 - [SB-IL 59 over I-88]
- S.N. 022-2030- [NB IL 59 over I-88]
- There are also several noise and retaining walls along the entire project.

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish an Assistant Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project. The Consultant will

perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this contract is October 31, 2013. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

3. **Job No. P-91-291-12, Phase I Studies Program Management for Various Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 24, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

A Program Management (PM) Consultant is required for Phase I engineering services. The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader and staff, and report to the Consultant Studies Unit Head. Consultant staff will be expected to perform work in the district offices a minimum of three days a week. The Consultant will be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by department personnel and other Consultants. The work may also include but would not be limited to data collection, preparation of base maps and mosaics, geometric studies, crash analyses, capacity analyses including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

Joint ventures will not be allowed on this project.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination.

The cumulative cost of construction of these projects is anticipated to be in excess of \$100,000,000. The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibit A and B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Location/Design Studies (Reconstruction/Major Rehabilitation)
Structures (Highway: Typical)
Special Studies (Traffic)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

4. **Job No. D-91-269-12, FAP 358 (Torrence Avenue) over Grand Calumet River, Bridge Replacement Phase II Project, Cook County, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.07**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 27, 2012 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of contract plans, specifications and estimates including Type, Size & Location (TSL), structure and roadway plans for the replacement of the existing bridge structure carrying Torrence Ave. over the Grand Calumet River. The proposed improvement is expected to be a complete bridge removal and replacement of the existing truss bridge and precast prestressed concrete (PPC) box beam approach spans with a 3-span structure with welded plate girders superstructure. The improvement is anticipated to include Torrence Ave. roadway improvement from approximately 140th St. to the south to 136th St. to the north, new lighting, and all other incidental works required to complete the contract plans.

The following structure is anticipated to be in this project:

- S.N. 016-0934 existing, S.N. 016-2089 proposed – Torrence Avenue over Grand Calumet River

The department will furnish the Consultant with project report, location drainage study, pavement design, available microfilm plans, and any other available applicable data.

The estimated construction cost for this project is \$12,000,000. The Consultant's work includes preparation of TSL, plans, surveys, and geotechnical engineering services. The completion date for this contract will be 12 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

- The person who will perform the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (SGR) (must be an Illinois Licensed Professional Engineer). Geotechnical Services (Subsurface Explorations and Complex/Major Foundations) prequalification categories requirement maybe completed by Sub and/or Prime.
- The person who will be in-charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveys prequalification category requirement may be completed by Sub and/or Prime.

The prime firm must be prequalified in the following categories to be considered for this project:

Highways: (Roads and Streets)
Structures (Highway: Complex)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

5. **Job No. P-91-290-12, Phase I Studies Program Management for Various Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 25, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

A Program Management (PM) Consultant is required for Phase I engineering services. The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader and staff, and report to the Consultant Studies Unit Head. Consultant staff will be expected to perform work in the district offices three to five days a week. The Consultant will be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by department personnel and other Consultants. The Consultant will perform project management for a variety of projects including, but not limited to, complex projects such as the proposed improvement of I-90/94 at I-290 (Circle Interchange). Due to highly compressed schedules for projects such as the Circle Interchange, significant coordination will be required to facilitate the Phase II work. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant's work may include:

- Miscellaneous Phase I and Phase II support;
- Manage assigned Consultant(s), including reviews and contract administration;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- Manage and track project-level cost, schedule and budget requirements, and coordination with program-level and assigned project-level controls personnel;
- Coordinate, validate, and monitor project scope;
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Identify and implement all necessary coordination and communication within and outside the Department; to IDOT and stakeholders as required;
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;
- All other work as necessary and required to oversee and/or facilitate the completion of the assigned projects for the department.

The work may also include data collection, preparation of base maps and mosaics, geometric studies, crash analyses, capacity analyses including intersection design studies, route as well as stream surveys, Project and/or Combined Design Reports, environmental studies including report preparation, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

Joint ventures are not allowed on this project.

The cumulative cost of construction of these projects is anticipated to be in excess of \$500,000,000. The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, any staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

Statements of Interest must also include a proposed organizational chart for the proposed PM Consultant team, as appropriate, with proposed percentage of time commitment, as well as the approach the firm would take on this project, and a summary of the pertinent experience of the firm managing Phase I highway projects.

The prime firm must be prequalified in the following categories to be considered for this project:

Location/Design Studies (Reconstruction/Major Rehabilitation)
Environmental Reports (Environmental Assessment)
Structures (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

6. **Job No. D-91-280-12, FAU 2695 (Wolf Road) from IL 21 (Milwaukee Rd.) to North of Hintz Rd., Phase II Roadway Reconstruction, Cook County, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 25, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of contract plans, specifications and estimates, including roadway plans for the roadway reconstruction, profile modification, addition of lanes, traffic signals and lighting of Wolf Rd. from IL 21 (Milwaukee Ave.) to north of Hintz Road. The existing cross section of one lane in each direction with mountable medians is expected to be reconstructed to provide a continuous bi-directional left turn lane. The Consultant will prepare roadway plans, drainage plans, erosion control plans, traffic signal plans, lighting plans, supplemental surveys, and all other related work necessary to complete the contract.

The department will furnish the Consultant with available microfilm plans, project report, Location Drainage Study, Environmental Study, and any other available applicable data.

The estimated construction cost for this project is \$10,000,000. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway with adequate plan review experience).

The prime firm must be prequalified in the **Highways (Roads & Streets)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:

SOIPTB@dot.il.gov.

7. **Job No. C-91-286-12: Phase III Various Projects, Various Routes, Various Counties, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 25, 2012 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to assist department resident engineers/technicians on various construction projects throughout the District. Eight (8) to twelve (12) engineers and /or engineering technicians are anticipated to be required during the 2012 and 2013 construction seasons. Typical assignments may include, but are not limited to, general construction inspection, project finalization, and documentation, including PCC & bituminous concrete paving operations, drainage, patching, bridge structures, bridge painting, and providing general assistance as a member of a field crew. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. Survey/layout services may be required. This work may be in either English or metric units.

The department will furnish the Consultant with contract plans and specifications.

The Consultants work includes, but is not limited to, providing staff, cell phones and vehicles. The duration of time spent at a single location may vary as a function of work assignment needs.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub-consultants on the same project or on material coming in from the same plant are prohibited. At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The personnel shall have a good working knowledge of Department Specifications for Road and Bridge Construction, the Department Construction Manual and documentation and in inspection procedures. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- Project Manager
- Inspectors (A current IDOT Construction Documentation Certificate is desired)

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

8. **Job No. D-91-278-12, Various Phase II Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 1, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services may be required to provide construction updates to contracts designed by other firms, which are the result of field changes. The Consultant may also be required to review and comment on contractor provided documents for contracts currently under construction that may have been completed by other design firms. These may include but are not limited to shop drawings, fabrication and erection plans. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with available microfilm plans, Bridge Condition Report, project report, hydraulic report, and other necessary items.

At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant is expected to prepare roadway plans, TS&L plans, structure plans, geotechnical borings, investigation & analyses, supplemental surveys, drainage & utility investigation, detour route plan, applicable permits, and all other related work to complete Phase II work. The Consultant will also review and prepare plans to ensure all plans are within the framework of department policies and procedures, local agency requirements, and all applicable manuals and schedules.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Structures (Highway: Typical)
Highways (Roads & Streets)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

9. **Job No. D-91-279-12, Various Phase II Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 1, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services may be required to provide construction updates to contracts designed by other firms, which are the result of field changes. The Consultant may also be required to review and comment on contractor provided documents for contracts currently under construction that may have been completed by other design firms. These may include but are not limited to shop drawings, fabrication and erection plans. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The department will furnish the Consultant with available microfilm plans, Bridge Condition Report, project report, hydraulic report, and other necessary items.

The Consultant is expected to prepare roadway plans, TS&L plans, structure plans, geotechnical borings, investigation & analyses, supplemental surveys, drainage & utility investigation, detour route plan, applicable permits, and all other related work to complete Phase II work. The Consultant will also review and prepare plans to ensure all plans are within the framework of department policies and procedures, local agency requirements, and all applicable manuals and schedules.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Structures (Highway: Typical)
Highways (Roads & Streets)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

10. **Job No. D-91-283-12, Phase II Project Management, Various Traffic Control & Signage Review for Various Projects, Various Routes, Various Counties, Region One/District One.**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 24, 2012 at 10:30 A.M.** at the Region One/District One Office in **Schaumburg**.

A Project Management (PM) Consultant is required for engineering management, project support, and other functions as required. The PM Consultant will be assigned to review various plans and special provisions, which may be under contract with other Consultant engineering firms or prepared by in-house IDOT staff as needed in order to meet project review & letting deadlines. Work is anticipated to consist of the review of Traffic Control/Staging and Maintenance of Traffic plans as well as overhead and ground-mount sign panel layout and design plans. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric Units.

The work anticipated for the project may include:

- Review assigned project contract documents prepared by other consultant engineering firms and/or IDOT in-house staff for safety, constructability, and conformance to department policies, practices & procedures, in accordance with federal requirements and guidelines such as those in the latest edition of the *Illinois Manual on Uniform Traffic Control Devices*, including, but not limited to, plans and special provisions for IDOT contracts and local agency contracts, detour plans, utility permits, traffic permits, and site development permits
- Attend with or on behalf of IDOT staff (representing IDOT) periodic District Detour Committee Meetings (in Schaumburg office)
- Attend with or on behalf of IDOT staff (representing IDOT) project-specific meetings such as, but not limited to, project coordination meetings, concept review meetings with designers and/or design consultants, project kick-off meetings, and project review comment resolution meetings
- Identify and implement all necessary coordination and communication within and outside the department as required
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines such as construction
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT
- Any other work as required.

Joint ventures will not be allowed on this project.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

The department will provide applicable department policies and procedures as well as general guidelines to the PM Consultant.

The completion date for this contract will be 36 months after authorization to proceed.

The PM Consultant and their staff will be expected to perform work similar to an IDOT Traffic Control Supervisor as well as an IDOT Traffic Operations Engineer & staff. A staff member from the PM Consultant will be expected to perform work in the District office in Schaumburg a minimum of three days a week as required. It is anticipated that projects of varying complexity will be assigned to the PM Consultant.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the review of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Temporary Traffic Control Supervisor, that individual in charge who is directly involved in the review of the Staging/Maintenance of Traffic contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Sign Structure Engineer, that individual in charge who is directly involved in the review of the sign panel design documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

The Statement of Interest must also include the Consultant's relevant traffic staging/maintenance of traffic plans and sign panel design projects completed by the firm for IDOT Region One/District One within the past five years by members of the Consultant's current key personnel staff as listed above. Include no more than 10 applicable projects in the Statement of Interest.

The prime firm must be prequalified in the **Highways (Freeways)** Category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

11. **Job No. D-91-289-12, Various Bridge Inspection Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0.07**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 30, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Bridge Inspection services are required to inspect various bridges throughout the District and to prepare reports documenting their condition and deficiencies. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Inspections may include but are not limited to the routine NBIS and Fracture Critical reports, vertical clearance measurements, maintenance repair recommendations, impact beam damage evaluation, and measurements, cross sections for underwater inspections, deck coring and testing, documentation of structures with known deficiencies, and/or deck infrared thermography. For the 8 operational bascule bridges, in addition to the previously noted inspections, an inspection of the electrical and mechanical components may be required.

The department will furnish the Consultant with structural plans and previous Inspection Reports for each bridge to be inspected.

The Consultant's work includes all necessary traffic control, Railroad Flaggers, Railroad Insurance, Access Equipment, and any other necessary inspection equipment required to fully inspect these bridges. The Consultant will be required to coordinate each inspection with the appropriate authorities – including but not limited to the IDOT Bureau of Traffic, various Railroads, Coast Guard Districts, lease holders, etc. Please note inspections requiring lane closures on heavily traveled routes will be restricted to off-peak hours. If bridge washing is required prior to the inspection, the washing shall be arranged by the Consultant. The Consultant will submit to the department all necessary documentation, to include but not be limited to, NBIS Inspections, Fracture Critical Inspections, and Proposed Maintenance Repair Sheets, as well as photographs, sketches, and reports to completely document any deficiencies. The Consultant should report any emergency critical findings during the inspection to IDOT as soon as possible. Inspection reports must be submitted within six weeks of the date of inspection. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

- The person who will assume the duties of the Inspection Team Leader must meet FHWA requirements and be an approved Team Leader with the State Program Manager in Illinois. The Team Leader(s) for Fracture Critical Bridge Inspections must have attended the 3-day NHI-Fracture Critical Inspection Techniques for Steel Bridges Class. The Team Leader(s) on the inspection of Bascule Bridges shall have demonstrated previous experience on similar bridges.

The prime firm must be prequalified in the following categories to be considered for this project:

Structures (Highway: Advanced Typical)
Structures (Railroad)
Structures (Movable)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

12. **Job No. D-91-292-12, Various Value Engineering Projects, Various Routes, Various Counties, Region One, District One.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 20, 2012 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Engineering services are required for value engineering on approximately 10 to 15 various projects throughout the District for use primarily on Phase I and Phase II projects. This work shall include Value Engineering (VE) Studies submitted in a written report. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant will assemble a multi-disciplined VE project team of approximately 5-7 people. The VE team is to be lead by an Illinois Licensed Professional Engineer with experience in roadway and bridge design and carry the designation of a certified value engineer specialist. The VE team will use brainstorming techniques to develop good alternatives to the proposed project design, generating a large and creative list of potential solutions to items identified in the Investigation and Analysis phases. The Team should be structured so there is appropriate expertise to evaluate the major problem areas anticipated within the project. In addition to the technical discipline such as design, construction, and environmental, the VE team must possess experience in construction cost estimating and cost-benefit analysis. The VE team must also have CADD micro-station capability to develop, analyze and propose modifications within the VE time schedule. "Read-Only" CADD files in Micro-Station format will be made available to the VE team.

The Consultant will be expected to develop the VE work plan for projects assigned by the department. The plan shall as a minimum include step, methodology, criteria, timing and deliverables.

The department will furnish the Consultant with available roadway plans, microfilm of old plans, project reports, traffic data, soils reports, hydraulic reports, location drainage studies, bridge condition reports and other information as available. The VE team leader is to coordinate with the department on specific needs for the particular project to be studied.

The estimated construction cost of these projects may range from \$20,000,000 to \$70,000,000. The Consultant's work includes evaluating, determining and developing the best alternatives. The Consultant will present the recommendation to the department along with an implementation plan. The Consultant will be responsible for developing the Value Engineering Report. A step by step record of the VE analysis is required as part of the VE Report. The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be experienced in managing multiple VE studies).

- The person who will perform the responsibilities of being the Value Engineering Team Leader (One leader per project). This person must be an Illinois Licensed Professional Engineer and a Certified Value Engineering Specialist.
- Supporting personnel (VE team members) in the following critical areas: highway design, highway planning, environmental, structures, soils, hydraulic and traffic signal design.
- Micro Station/CADD personnel.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

Or send *hard* copy responses to:

One copy to:

Illinois Department of Transportation
Attn: Ms. Janet Pisani
PTB 163 – Item 12
Bureau of Design and Environment
Consultant Unit, Room 330
2300 South Dirksen Parkway
Springfield, Illinois, 62764

&

One copy to

Illinois Department of Transportation
Attn. Mr. John Fortmann
PTB 163 – Item 12
Region One, District One
201 West Center Court
Schaumburg, IL 60196

13. **Job No. D-91-281-12, IL 43 (Harlem Ave) SB and NB Bridges over MWRDGC RR, Phase II Project, Cook County, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 26, 2012 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of plans, specifications and cost estimates for SB IL 43 deck and substructure repair (SN:016-2412); NB IL 43 bridge replacement (S.N. 016-0314) and lighting modification over MWRDGC RR.

The Consultant's work includes preparation of contract plans, specifications, and estimates. The Consultant will prepare roadway plans, TS&L plans, structure plans, geotechnical borings, investigation & analyses, supplemental surveys, drainage & utility investigation, maintenance of traffic plan, all applicable permits, and all other necessary related work to complete Phase II contract plans. The Consultant will also review and prepare plans to ensure all plans are within the framework of the Department's policies and procedures, local agency's requirements; and all applicable manuals and schedules.

The department will furnish the Consultant with available microfilm plans, bridge condition report, project report, bridge condition survey and analysis, and other necessary items.

The estimated construction cost for this project is \$4,650,000. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Roads & Streets)

Structures (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

14. **Job No. D-91-285-01, FAU 2710 (Des Plaines River Rd.) from north of Touhy Ave. to north of US 12 (Rand Road), Phase II Project, Cook County, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 1, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for improvements to Des Plaines River Rd. from north of Touhy Ave. to north of US 12 (Rand Road). The Consultant's work is expected to consist of preparing plans, specifications, and estimates for the reconstruction and widening of the Des Plaines River Road. The Consultant's work may include survey, geotechnical borings, preparing TSL plans, completing and updating existing design plans that are partially complete and finishing the contract plans. The proposed improvement will provide traffic signal modernization, an enclosed drainage system, retaining walls, culverts, modifications to existing lighting, and any other incidental work required to complete the Phase II contract plans. Also, the Consultant will update existing contract plans to current standards, specifications, and estimates for the rehabilitation of the existing retaining wall located between Thacker Street and Prairie Avenue.

The following structure is included in this project:

- S.N. 016-W881 (existing retaining wall) between Thacker Street and Prairie Avenue.
- Twin box culvert at Elk Boulevard

The department will furnish the Consultant with project report, hydraulic report, location drainage study, pavement design, available microfilm plans, any available data, existing developed contract plans, and any other necessary items.

The estimated construction cost for this project is \$19,500,000. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and

must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Roads and Streets)
Structures (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

15. **Job No. D-91-255-12, Various Land Surveys, Various Routes, Various Counties, Region One / District One**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 20, 2012 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for various land surveying projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with alignment data, title reports, existing right-of-way plats and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work might also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work must be an Illinois Licensed Professional Land Surveyor.
- The person who will perform the QA/QC review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

16. **Job No. D-91-266-12, Various Land Surveys, Various Routes, Various Counties, Region One / District One**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 20, 2012 at 10:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for various land surveying projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work might also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work must be an Illinois Licensed Professional Land Surveyor.
- The person who will perform the QA/QC review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

17. **Job No. D-91-268-12, FAU 3565 (IL 171)(Archer Ave.) and 95th Street Intersection Reconstruction, Phase II Project, Cook County, Region One, District One.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 25, 2012 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for preparation of plans, specifications, and cost estimates, for the reconstruction of IL 171(Archer Ave.) and 95th Street intersection within Paw Paw Woods Nature Preserve of the Forest Preserve District of Cook County (FDPCC) and within unincorporated Willow Springs. The existing cross section of IL 171 consists of 12'-0" wide through lane in each direction with variable width aggregate shoulders. Ninety-Fifth Street "Wye" is composed of two bi-directional ramps; Ramp A and Ramp B. Both ramps consist of one 12'-0" wide lane in each direction. The proposed cross section for IL 171 is expected to consist of one 12'-0" wide north bound to east bound right turn lane, a south bound to east bound left turn lane, and one through lane in each direction. Shoulders and curb and gutter are also proposed along IL 171. Ninety-Fifth Street Ramp B is expected to be realigned slightly to accommodate a 12'-0" wide westbound to southbound left turn lane and a 12'-0" wide westbound to north bound right turn lane, separated by an island. The profile of Ninety-Fifth Street is anticipated to be lowered to meet the existing profile of IL 171. Shoulders and curb and gutter are also proposed along this route as well. Ramp A is expected to be removed and re-graded back into the existing land. An existing box culvert under Ramp A which extends to the west side of IL 171 is expected to be repaired.

The department will furnish the Consultant with available microfilm plans, Project Report, Location Drainage Studies, and any other available items.

The estimated construction cost for this project is \$4,500,000. The Consultant's work includes preparation of contract plans, specifications, and estimates, including maintenance of traffic plans and all other works required to complete the project. The completion date for this contract will be 12 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- The person who will perform/supervise the work in the area of drainage calculations and preparation of proposed drainage plans (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer) work with adequate plan review experience.

The prime firm must be prequalified in the **Highways (Roads & Streets)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

18. **Job No. D-91-284-12, US 6 at Parker Rd., Phase II Project in Will County, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 24, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of plans, specifications, and cost estimates for the intersection reconstruction of US 6 at Parker Road. The work may consist of channelization at the intersection or a single lane roundabout. Proposed channelization is expected to include a left turn lane on each leg, an eastbound right turn lane on US 6, and a new traffic signal installation. A proposed single lane roundabout would require adequate right-of-way for a future second lane and installation of lighting. Also expected is a 10-foot shelf which would provide a future multi-use path on the south side of US 6 and the east side of Parker Road. Also anticipated is a 5-foot shelf to be provided on the north side of US 6 and the west side of Parker Road.

The Consultant's work includes preparation of contract plans, specifications, and estimates. The Consultant will prepare roadway plans, geotechnical borings, investigation & analyses, supplemental surveys, drainage & utility investigation, maintenance of traffic plan, all applicable permits, and all other necessary related work to complete Phase II contract plan.

The department will furnish the Consultant with available microfilm plans, project report, hydraulics report, and other available applicable data.

The estimated construction cost for this project is \$3,500,000. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the **Highway (Roads & Streets)** categories to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

19. **Job No. D-91-285-12, Various Geotechnical Investigation Projects, Various Counties, Region One/District One.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 27, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for all work required for preparation of Roadway Geotechnical Reports (RGRs) and Structure Geotechnical Reports (SGRs) at various locations in Region One/District One. In addition to RGRs and SGRs, the work may also consist of pavement cores and evaluations, ground water studies, and specialized geotechnical analysis and design as needed. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The department will furnish the Consultant with the available plans, historical data, and survey bench marks necessary to perform the work.

The Consultant's work includes all management, layout, provisions for traffic control, drilling, laboratory testing, analysis, drafting, and report preparation necessary for RGRs and SGRs or other projects as assigned. The completion date for this contract will be 24 months after authorization to proceed.

The Consultant will also be expected to perform work similar to an IDOT Geotechnical Analysis Engineer and report to the Geotechnical Section Chief. The Consultant's work may include data collection, geotechnical analyses, and review of geotechnical reports prepared by others. The Consultant will be expected to perform work in the District office as needed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

The prime firm must be prequalified in the following categories to be considered for this project:

Geotechnical Services (Subsurface Explorations)
Geotechnical Services (General Geotechnical Services)
Geotechnical Services (Structure Geotechnical Reports (SGR))
Geotechnical Services (Complex Geotechnical/ Major Foundation)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

20. **Job No. C-91-288-12, Various Quality Assurance Aggregate/HMA/PCC Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 25, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase III engineering services are required to perform quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS), Recycled Asphalt Paving (RAP) testing, Recycled Asphalt Shingles (RAS) testing and pipe and precast producers. Additional services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites. Additional services and responsibilities include Independent Assurance sampling and testing for the department for both HMA and PCC according to Federal guidelines at both plants and jobsites on an as-needed basis. The project includes Complete Quality Assurance Testing in accordance with The Standard Specifications for Road and Bridge Construction, Policy Memorandums 19-08, 25-08, 28-10 and any appropriate contract special provisions and plan notes or details. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with daily assignments to various construction jobsites, bituminous or concrete plants, quarry field offices, District Lab facilities and pipe and precast facilities and various producers and suppliers of structural steel and miscellaneous materials.

The Consultant's work includes plant and on-site inspections, sampling and material testing. The Consultant will carry out quality assurance duties as defined in the construction contract, Policy Memorandums 19-08 and 25-08, 28-10 and the Consultant agreement. The Consultant will maintain records and submit documentation of QC and QA activities required by the construction contract and Policy Memorandums 19-08 and 25-08 and 28-10.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer who will assume duties as project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level 1, Level 2 and Level 3 (HMA and PCC) Testing Technicians.
- The Materials QA Technician.
- Structural Steel and Miscellaneous Materials Source Inspector

- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Class**

The prime firm must be prequalified in the following categories to be considered for this project:

Special Services (Quality Assurance: QA HMA and Aggregate)

Special Services (Quality Assurance: QA PCC and Aggregate)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

21. **Job No. C-92-110-12, Various Phase III Projects, Various Routes, Winnebago County Only, Region Two/ District Two.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 24, 2012 at 1:30 P.M.** at the Region Two, District Two Office in **Dixon**.

Phase III engineering services are required to provide construction inspection for various projects in District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The Consultant will provide sufficient staff to perform all of the engineering serviced required to complete these projects. The project may include the inspection and documentation of pay quantities, on-site material testing, and material quality assurance testing, construction staking layout as required, and all other work required to complete the project. The Consultant will be responsible for the completion of the work in accordance with the plans and specifications.

The Consultant will assist the Resident Engineer with all documentation of the project. The various proposed projects may consist of patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, vertical/horizontal realignment, and/or new roadway projects.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

The department will furnish the Consultant with a Resident Engineer for the project, all necessary plans, specifications, related forms for record keeping. It is anticipated that the department will do all off site material inspection for the project.

The estimated construction costs for these projects are \$200,000 to \$12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this contract will be 30 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 30 months.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer
- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.

- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

22. Job No. C-92-109-12, Various Phase III Projects, Various Routes, Various Counties, Region Two/ District Two.

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 24, 2012 at 10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase III engineering services are required to provide construction inspection for various projects in District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The Consultant will provide sufficient staff to perform all of the engineering serviced required to complete these projects. The project may include the inspection and documentation of pay quantities, on-site material testing, and material quality assurance testing, construction staking layout as required, and all other work required to complete the project. The Consultant will be responsible for the completion of the work in accordance with the plans and specifications.

The Consultant will assist the Resident Engineer with all documentation of the project. The various proposed projects may consist of patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, vertical/horizontal realignment, and/or new roadway projects.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

The department will furnish the Consultant with a Resident Engineer for the project, all necessary plans, specifications, related forms for record keeping. It is anticipated that the department will do all off site material inspection for the project.

The estimated construction costs for these projects are \$200,000 to \$12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this contract will be 30 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer
- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.

- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

23. Job No. C-94-058-12, Construction Inspection, Various Routes, Various Counties, Region Three/District Four.

This project requires **25% DBE participation**.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 26, 2012 at 10:30 A.M.** at the Region Three, District Four Office in **Peoria**.

Phase III engineering services are required for the construction inspection, supervision, material testing, certification, documentation, and field inspection for roadway rehabilitation throughout District Four. The various types of jobs to be staffed by Consultants will be, but are not limited to, route and seal, patching, traffic signals, landscaping, milling and resurfacing and pavement marking. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant will also be asked to furnish approved personnel to assist a District Resident Engineer/Technician on various projects. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

The Consultant will be required to furnish a laptop computer equal to the latest type used by Region Three/District Four for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

The Consultant may also be asked to continue the implementation of an existing Independent Weight Check program within the District. If this becomes necessary, the Consultant will be trained on how to manage the program and what correspondence will be required.

The Consultant must complete and submit final measurements, calculations, field books, and all other contract record documents to the department no later than 30 days after final inspection of the project. The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer who will assume all duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer(s)/Construction Inspector(s) (with current IDOT Construction Documentation certificate)

The prime firm must be prequalified in **(Special Services) Construction Inspection** to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design & Environment at the following address: SOIPTB@dot.il.gov.

24. **Job No. C-94-009-10, Construction Inspection Contract 68A42, near Macomb, in McDonough County Region Three/District Four.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 25, 2012 at 10:00 A.M.** at the District Office in **Peoria**.

Construction contract 68A42 is located in McDonough County near Macomb. Contract 68A42 consists of the mainline grading for the future construction of IL 336/IL 110 which is the northwest quadrant of the Macomb Bypass from US 136(W) to US 67(N).

Phase III engineering services are required for the construction inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. The Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub-consultants, on the same project or on material coming from the same plant is prohibited. At the negotiation meeting, the prime Consultant and sub-consultants(s) will disclose all current relationships with contractors.

The Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The construction project is scheduled for a November 16, 2012 letting and a Fall 2014 completion. The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** of the Statement of Interest for this project must include:

- The Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

The prime firm must be prequalified in the **(Special Services) Construction Inspection** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design & Environment at the following address: SOIPTB@dot.il.gov.

25. **Job No. D-94-038-12, B.N.S.F. Railroad Replacement over IL 29 between Truitt Avenue and Senachwine Creek in Chillicothe, Phase II Project, Peoria County, Region Three/District Four.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 24, 2012 at 10:30 A.M.** at the Region Three/District Four Office in Peoria.

Phase II engineering services are required for the preparation of plans, specifications and cost estimates for the replacement of a bridge carrying the B.N.S.F. Railroad over IL 29 between Truitt Avenue north to Senachwine Creek in Chillicothe. It is expected that the roadway underneath the bridge will be widened from two to four lanes with curb and gutter, sidewalks and a bike path.

The following structures are included in this project:

- Structure No. 072-9901 – North Structure Removed
- Structure No. 072-9902 – South Structure Removed
- Structure No. 072-9922 – New Structure

The Consultant's work includes the preparation of contract plans, specifications and cost estimates. The Consultant will prepare roadway and structure plans, TS&L plans, geotechnical borings, investigation and analysis, supplemental survey, right-of-way survey, plan and plat preparation, drainage and utility investigation, maintenance of traffic, all applicable permits, and all other necessary related work to complete contract plans.

The department will furnish the Consultant with available plans, Bridge Condition Report, Structural Geotechnical Report, TS&L plan for the railroad structure, aerial survey, Project Report and other necessary items.

The estimated construction cost for this project is \$22,000,000. The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an

Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (must be an Illinois Licensed Professional Engineer). The Geotechnical Services (SGR) prequalification category may be completed by the Prime and/or Sub Consultant.
- The person who will be in charge of surveys (must be an Illinois Licensed Land Surveyor). Surveying prequalification category requirement may be completed by the Prime or Sub Consultant.
- The person who will perform/supervise the work in the area of location drainage calculations and preparation of the Drainage Reports (must be an Illinois Licensed Professional Engineer). Location Drainage category may be completed by the Prime or Sub Consultant.

The prime firm must be prequalified in the following categories to be considered for this project:

Structures (Railroad Bridges)
Highways (Roads & Streets)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design & Environment at the following address: SOIPTB@dot.il.gov.

26. **Job No. D-98-074-07, FAP 799 (Illinois Ave.), MLK Bridge over Mississippi River in East St. Louis, Phase II Project, St. Clair County, Region Five/District Eight.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.07**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 24, 2012 at 10:00 A.M.** at the Region Five/District Eight Office in **Collinsville**.

Phase II engineering services required for this project includes preparation of a Bridge Condition Report (BCR), structure plans, specifications and estimates for the anticipated repair work and bridge painting. The Consultants work includes the plans, special provisions, estimate of time and cost, and all other work required to complete the contract.

The following structure is included in this project, S.N. 082-6001 (Illinois Ave. over Mississippi River) also known as Martin Luther King Bridge.

The department will furnish the Consultant with any available plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, and any other applicable information for the project.

The estimated construction cost for this project is \$7,500,000. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, the individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of structural engineering (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review of all milestone submittal documents (must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the **Structures (Highway: Complex)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

27. Job No. P-30-010-12, Survey Manual Update/Rewrite, Bureau of Design and Environment.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and any subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 24, 2012 at 10:00 A. M.** at the Harry R. Hanley Building, Central Bureau of Design and Environment in **Springfield**.

Engineering services are required to update the Survey Manual. The Consultant shall update the Survey Manual to reflect the current status of highway surveying policy in accordance with IDOT policies and specifications including researching, reviewing and recommending revisions based on recent highway survey literature including but not limited to the latest editions of the ACSM Definitions of Surveying and Associated Terms, Federal Geodetic Control Subcommittee "Standards and Specifications for Geodetic Control", Illinois Compiled Statutes, Highway Code, and current IDOT publications, including but not limited to the Land Acquisition Manual, BDE Manual, Construction Manual, CADD Project Deliverables Policy and CADD Roadway Guide, Departmental Orders, and Employee Safety Code. Also included will be revisions due to new and/or revised State/Federal Rulemakings, regulations and legislative statutes that impact highway surveying. Incorporation of various Bureau Policies and Federal Guidelines will be included in the revisions.

The Consultant is required to have the following:

- Experience in research, development, and production of technical manuals, including the preparation of manuals for IDOT (desired) and/or other Departments of Transportation.
- Detailed knowledge of and experience in working with current surveying methods and procedures.
- Ability to produce the Survey Manual electronically utilizing the latest version of Microsoft Word, CADD Micro-Station, Pagemaker, and Adobe Acrobat (PDF).
- At least one Illinois Licensed Professional Land Surveyor on staff and assigned to this project. It is desired that the Consultant have multiple Licensed Professional Land Surveyors on staff to work on this project.

The department will furnish the Consultant the existing Survey Manual and any suggested revisions and/or additions.

The completion date for this contract will be 24 months after the authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work.

- The person(s) performing the work on the following chapters in the manual:
 - Geodetic Surveying
 - Design Surveys
 - Photogrammetry
 - Land Surveying
 - Construction Surveys
 - Safety

Statements of Interest must also include the following:

- Firm's experience with the development of technical manuals.
- Firm's techniques for completion of this work.
- Names of key personnel, along with resumes indicating qualifications.
- A statement of your firm's ability to do the work in-house or if necessary, what work you would need to subcontract.
- A statement of your firm's ability to perform the work within the time frame described above including allowance for review by IDOT Central Office and District Offices.
- Name and phone number of the contact person in your organization.

Statements of Interest, including resumes of the key people noted above, may be e-mailed to SOIPTB@dot.il.gov or send two hard copies to the following:

Send the two (2) *hard* copy responses to:

Illinois Department of Transportation
 Bureau of Design and Environment
 Attn: Ms. Janet Pisani
 PTB 163-027
 Consultant Unit, Room 330
 2300 South Dirksen Parkway
 Springfield, Illinois, 62764.

28. Job No. D-30-007-12, Statewide Structural Engineering Services, Bureau of Bridges and Structures.

The **Complexity Factor** for this project is **0**.

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 24, 2012 at 10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Bridges and Structures in **Springfield**.

Various structural engineering, geotechnical/foundation, and hydraulic services are required by the Bureau of Bridges and Structures. Projects are anticipated to include NBIS and Element Level Inspections, Damage Inspections, plan preparation for the repair, rehabilitation, or replacement of structures, Load capacity rating of existing and/or new structures, drafting services and possible field investigations. The Consultant may be required to provide the appropriate bridge inspection equipment to complete NBIS and Damage Inspections and field investigations. The Consultants may also be required to provide the appropriate traffic control. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project may be in either English or metric units.

The department will furnish the available documents and resources to the Consultant. Projects to be handled by the selected Consultant vary greatly in size and complexity as well as timing. The selected Consultant must have the capacity to absorb this work without adversely affecting other commitments while still completing these projects in the prescribed time period.

The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 24 months

Key personnel listed on **Exhibit A** for this project must include:

- Person who will assume the duties of Project Manager for aspects of the work: (must be an Illinois Licensed Professional Engineer).
- Person who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in the development of the contract documents: (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).
- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person(s) who will perform the work in the area of Structure Geotechnical Reports and/or geotechnical/foundations/wall design recommendations (must be an Illinois Licensed Professional or Structural Engineer) shall be identified. The Geotechnical Services (SGR) prequalification category may be completed by the Prime and/or Sub.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Structural Engineer with adequate plan review experience).

- Person(s) who will perform/supervise the work in the area of Hydraulic Reports and preparation of the Hydraulic Analyses (must be an Illinois Licensed Professional Engineer). Hydraulic Reports: Typical prequalification category requirement may be completed by the Prime and/or Sub.
- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.

The prime firm must be prequalified in the **Structures (Highway: Typical)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

29. **Job No. D-30-006-12, Various Bridge Painting Inspections Statewide, Bureau of Bridges and Structures.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 8, 2012 at 10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Bridges and Structures in **Springfield**.

Phase III engineering services are required for the supervision, inspection, and documentation of various painting contracts and other coatings related expertise statewide. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. The services include providing contract supervision/inspection for various painting contracts as requested by the Districts and authorized by the Bureau of Bridge and Structures. Services also includes providing paint coating failure analysis for ongoing or recently completed painting projects along with recommended solutions, providing technical assistance on specifications, special provisions and various other departmental policies, providing evaluations and recommendations of new painting, cleaning, or containment systems as necessary. The project also involves providing environmental monitoring assistance and training when necessary, and suitable traffic control according to departmental standards, when required.

For contract inspection, the Consultant will furnish approved engineer/technician(s) to act as Resident Engineer(s) on assigned projects. The Consultant will perform on-site inspection, maintain documentation, and submit pay estimates, change orders, and any other duties that would require the services of an engineer/technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

The Consultant will be required to furnish a laptop computer equal to the latest type used by the Department for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

For other coatings related expertise, the Consultant will furnish approved personnel, documentation, and services as necessary to perform the work as assigned.

The department will furnish the Consultant with site specific plans and specifications per project, the existing special provisions, the 2007 Standard Specifications for Road and Bridge Construction, the 2010 Supplemental Specifications, any other available paint data, and a contact person(s) to act as a liaison between the Consultant and the department.

The Consultant is required to have the following:

- Five years of experience in construction management and inspection services during surface preparation and coating application.
- Three years of experience in environmental and worker monitoring on industrial lead paint removal projects.
- The use of a laboratory accredited by the American Industrial Hygiene Association (AIHA) for the analysis of metals for all worker exposure filter analyses including PM-10 and TSP-lead filters.

- A fully equipped analytical and physical testing laboratory to support technical and field personnel, as well as associated coatings and monitoring instrumentation necessary to support multiple field projects.
- Documented and acceptable quality control procedures.
- All the necessary equipment to provide or accomplish the above mentioned tasks.

This completion date for this contract will be 12 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 12 months.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of the Project Manager for all aspects of the work (must be an Illinois Registered Professional Engineer).
- The person performing the duties of the Project Engineer (must be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3).
- The person(s) performing the duties of the Resident Liaison Engineer/Technician(s) (must be a NACE Certified Coatings Inspector – Level 3).
- The Documentation Engineer/Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**

Statements of Interest must also include the following:

- Your firm's experience with this type of work, including the firm's experience in construction management and inspection and in environmental work and worker monitoring.
- Your firm's techniques for completion of this work.
- Names of key personnel along with resumes indicating qualifications including the registered Professional Engineer in charge of the project, the person who will act as a Project Engineer and the name(s) of the NACE Certified Coatings Inspector(s) who will act as Resident Liaison Engineer/Technician(s). (Exhibit A)
- A statement of your firm's ability to do the work in-house, or if necessary, what work you would need to subcontract.
- Name, location, and accreditation of laboratory to be used.
- A statement of your firm's ability to perform the work within the time frame described above.
- The firm's quality assurance and quality control plan.

- Name and phone number of the contact person in your organization.

Statements of Interest, including resumes of the key people, may be e-mailed to the SOIPTB@dot.il.gov or send two hard copies to the following:

Send the two *hard* copy responses to:

Illinois Department of Transportation
Bureau of Design and Environment
Attn: Ms. Janet Pisani
PTB 163- Item 029
Consultant Unit, Room 330
2300 South Dirksen Parkway
Springfield, Illinois, 62764.

30. **Job No. D-30-008-12, Program Manager (PM) HS&PR in Illinois, Various Counties, (Central Bureau of High Speed & Passenger Rail).**

This project contains federal funds.

This project requires 30% DBE participation

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 20, 2012 at 1:00 P.M.** at the Harry R. Hanley Building, Central Bureau of High Speed & Passenger Rail in **Springfield**.

Phase I, II & III and maintenance oversight services are required for high speed and passenger rail programs in Illinois, primarily the Chicago to St. Louis corridor. The Consultant Program Manager (PM) will manage various projects, which are under contract with other Consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized on an as-needed basis. All work for this project may be in either English or metric units.

Joint Ventures will not be allowed on this project.

The PM will be expected to oversee and/or perform work similar to an IDOT Section Chief & staff. This work may include but is not limited to engineering, technical, management, land acquisition, environmental, and administrative services to assist in bringing to completion as expeditiously as possible the program intent.

The work anticipated under this program may include, but not be limited to, organization & protocol development, contracting, environmental, financial, system standards and integration, program execution (track/signal, crossings/station/equipment coordination), enterprise management and any other work required to complete the contract.

The Consultant and/or their subconsultants on the project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The department will make available all applicable IDOT/ICC/FRA/Railroad procedures, standards and specifications, and any other available applicable data.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibits A and B** for this project must include with complete resumes:

- The person who will assume the duties of Program Manager for all aspects of the work documents. (Include applicable railway experience and experience in managing construction projects in excess of \$1billion is desirable).

- The person who will assume the duties of Program Engineer, that individual in charge who is directly involved in the devolvement of the program projects, (must be an Illinois Licensed Professional Engineer). Provide proof of design oversight of rail projects and rail construction management.
- The person who will perform the QA/QC review work for all milestone submittals & include all applicable railway experience.
- The persons who will be the Environmental Lead, and be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including Air Quality, Water Quality, Traffic Noise, Special Waste, Community Impacts, and Ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recent Statement of Experience and Financial Condition. For Lead, provide FRA NEPA document compilation experience at CE, and EA level.
- Program Controls Lead –demonstrate controls oversight of projects in excess of \$1 billion
- Quality Control Manager for programs –provide list of federally accepted Quality Plans
- Lead Track/Bridges Engineer – Must be an Illinois Licensed Professional Engineer with Class one railway experience with proper safety training
- Lead Grade Crossing Engineer – provide evidence of ICC HSR design knowledge
- Lead Signals/Communications Engineer – provide evidence of PTC and Cab Signal experience
- Lead Stations Manager –provide evidence of Amtrak Station Design Standards
- Business Administrators:
 - Contracts/Policies Manager – provide evidence of federal and railroad contract negotiations that led to a executed contract
 - Lead Construction Engineer – must be an Illinois Licensed Professional Engineer with Class I railroad construction oversight experience
 - Public Involvement Manager – provide evidence of FRA related public meetings and hearings, as well as website related public involvement
 - Lead Design Engineer – provide a list of railroad bid packages that have been reviewed and approved by Lead Designer
 - Lead Train Equipment Coordinator – provide evidence of united states HSR equipment design coordination involvement

Statements of Interest must also provide and organizational chart, the approach the firm would take on this project, managing experience, all railway related experience, etc. Statements of Interest must also provide the firm/staff experience in ProjectSolve, MicroStation, ArcGIS, and Primavera software systems.

The prime firm must be prequalified in the following categories to be considered for this project:

Location and Design Studies (New Construction/Major Reconstruction)
Transportation Studies (Railway Engineering)
Environmental Reports (Environmental Impact Statements)

Statements of Interest, including resumes (all resumes must include applicable railway experience) of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

After all responses have been evaluated, firms may be asked to make oral presentations during the week of April 16, 2012.

Notice

Effective 11-1-11

All projects will be in English units unless otherwise specified in the advertisement.

CONSULTANT ENGINEERING PREQUALIFICATION

Effective 02-01-12

The Statement of Experience and Financial Condition and the Description and Minimum Requirements have been revised for Engineering Consultant Prequalification. The changes were a result of the Policy Enhancement Committee (PEC) and the task force, IDOT/ACEC –IL SEFC Prequalification Task Force, created by the PEC. Thanks goes out to everyone involved in this effort to better the prequalification process. The new documents are for all future submittals.

Revisions consist of:

- Included general information, useful web-links, and contact information for consultants to better understand the process for doing work for IDOT.
- Revised wording to better define requirements, to eliminate redundancy and for clarification of requirements in the SEFC and the Description and Minimum Requirements.
- Modified formatting in the Statement of Experience and Financial Condition to create a more logical flow when filling in the document and to better define required data fields.
- Created questionnaires for each category to better define the requirements.
- Revised lighting category by breaking into two categories.
 - Typical Lighting
 - Complex Lighting.Firms previously prequalified, remain prequalified in typical & must resubmit for complex.
- Revised Roads and Streets category experience by expanding to allow the experience to be in the last 7 years.
- Revised Surveying category experience by expanding to allow the experience to be in the last 7 years.
- Revised Construction Inspection category experience by expanding to allow the experience to be in the last 7 years and revised minimum requirements to allow the Surveying requirement to be completed by either firm staff or subconsultant.

While the above is a synopsis of the changes for engineering prequalification, IDOT strongly encourages reading of the entire Description and Minimum requirements and a thorough review of the Statement of Experience and Financial Condition.

Firms seeking prequalification for the first time, or firm's that have lost their prequalification status, must submit the Entire SEFC. All prequalified firms are required to submit their entire SEFC, every 3 years (see chart in SEFC). The corporate and financial portions of the Statement of Experience and Financial Condition are required every year. The Submittal times are based on the fiscal year (FY) of the firm. A firm has 6 months from their end FY date to resubmit the applicable portion of the SEFC. The firm's prequalification remains as is until the review has been completed. If the firm fails to submit by the due date, prequalification is lost until the entire SEFC has been resubmitted by the firm, then reviewed, and approved by IDOT.

For firm's renewing or prequalifying for the first time, the SEFC dated October 1, 2011, must be submitted for prequalification consideration. Outdated/old Statement of Experience and Financial Conditions will not be reviewed. The Description and Minimum Requirements and the Statement of Experience and Financial Condition are available at <http://www.dot.il.gov/desenv/preqcons.html>.



Illinois Department of Transportation

S-33 Soils Field Testing and Inspection Course

Course Objectives: This course prepares construction and materials personnel with the basic skills and guidance to properly perform field testing and inspection of subgrade, embankment, and shallow foundations for various structures. This course also describes common geotechnical problems and the remedial actions generally used to correct them.

Upon successful completion of the course, students should be able to:

- Determine the field moisture content along with the in-situ wet and (corresponding) dry densities
- Use the Family of Curves and One Point Proctor to determine the Standard Dry Density (SDD) and Optimum Moisture Content (OMC) of a given soil
- Determine percent compaction and percent of OMC
- Determine soil stability and strength in the field using a Static and Dynamic Cone Penetrometer
- Properly inspect embankment construction
- Check roadway subgrades and determine undercut and treatment depths
- Perform inspection and soil testing to verify or establish the adequacy of foundation material for box culverts and shallow structure foundations

Successful completion of this course meets consultant eligibility requirements for Department prequalification.

Course Materials: <http://www.dot.il.gov/bridges/pdf/S-33%20Class%20Reference%20Guide.pdf>
Students will need to bring a pencil, calculator and note pad with them.

Enrollment: Please contact Mr. Jody Meador at 217-782-0553 or preferably by email at Jody.Meador@illinois.gov to enroll in a class. You will be contacted two to three weeks prior to the class to confirm your enrollment.

Schedule: Each class is three days, first day starts at 1:00pm and ends at 4:30pm. Second day starts at 8:30 and lasts until 4:30pm. The third and final day starts at 8:30 and ends around noon. The 2011-12 training schedule is listed below:

Dates for the classes below are tentative and may be changed based on conflicts for the instructors or class rooms.

If 15 students haven't signed up three weeks prior to a class, that class will be cancelled.

**IDOT District One Materials Laboratory,
101 West Center Court, Schaumburg, Illinois 60196**

- December 6-8, 2011
- February 28 - March 1, 2012

**IDOT District Two Assembly Room,
819 Depot Avenue, Dixon, Illinois 61021**

- March 13-15, 2012

**IDOT District Three “The Staved Rock Conference Room”,
700 East Norris Drive, Ottawa, Illinois 61350**

- January 17-19, 2012

**IDOT District Four Training Room - Sixth Floor,
401 Main Street, Peoria, Illinois 61602**

- April 3-5, 2012

**IDOT District Eight Auditorium,
1102 Eastport Plaza Drive, Collinsville, Illinois 62234**

- February 6-8, 2012
- February 8-10, 2012 – If needed

Notice

Documentation of Contract Quantities Class

Since July 2008, the "Documentation of Contract Quantities" class and re-tests have been administered by the University of Illinois- Illinois Center for Transportation, and coordinated by Mary J. Fries of the University of Illinois. The Illinois Center for Transportation (ICT) is an innovative partnership between IDOT and the University of Illinois at Urbana-Champaign (UIUC). All transactions and correspondence will now be through ICT and no longer with the Illinois Department of Transportation (IDOT) Central Bureau of Construction. Fees are now being charged for all classes and retests and will be required at the time of registration. Mary J. Fries can be contacted at mjfries@illinois.edu or (217)552-2432. Course and retest dates typically take place from November through April.

For consultant and local agency enrollment, as well as answers to frequently asked questions (FAQ), the "Documentation of Contract Quantities" is located at the U of I training website http://ict.illinois.edu/home/documentation_certification.html.

Typically, in late September/early October the class schedule for the next fall/winter/spring's Documentation of Contract Quantities classes is posted. Also, firms can sign up for an automatic email reminder via ICT's website (see "Join Notification List") whenever new information is posted on their website.

NOTICE FOR JOINT VENTURE 08-04-11

Statements submitted by Joint Ventures may be considered. The Joint Venture, Agreement signed by all parties, must be included with the statement of interest. The Joint Venture entity will have the sum of the individual firms' prequalification, capacity and evaluation history. IDOT **does not** have a form for joint venture agreements. The firms submitting as a joint venture are required to obtain and submit the joint venture agreement.

If firm is submitting as part of a JV team, then the firm may not submit as a prime alone or as part of another Joint Venture team on the same item.

The required insurance coverage applies to the Joint Venture entity.

The Joint Venture entity will submit one statement of interest with the following specified:

- The party who will be the managing firm
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing)
- Each individual firm's work left, delinquent debt, Iran disclosure, and disclosure forms A&B.
- The firm responsible for invoicing
- One Exhibit A plus other required documents specified in the PTB combining the information for all firms. (Indicate personnel name and firm name on Exhibit A for key staff)

EXHIBIT A EXAMPLE:

Name Required Prequalification Category :

Location Drainage

*Name	<u>Mr. John Smith (ABC Engineering</u>		
	<u>Assoc.)</u>		
Category	<u>PE</u>	(PE, SE, LS)	
Registration #	<u>62012345</u>		
Year Registered	<u>1995</u>	State	<u>IL</u>
Office Location:			
City	<u>Chicago</u>	State	<u>IL</u>

A firm planning to submit a Statements of Interest, as a joint venture is required to contact the department 5 days before the Statements of Interest is due for a new Statements of Interest Code. This is required for every bulletin. Firm's not requesting a Joint Venture Code or firms that request after the due date will not be eligible for consideration.

Contact Carrie Kowalski by e-mail at Carrie.Kowalski@illinois.gov for the Joint Venture Code.

The code is required so the joint venture proposal is recognized as a joint venture team and not as an individual firm submittal.

NOTICE

Route & Land Survey Categories

Effective 4-28-11

This notice is important for consultants who are, or wish to be, prequalified in the Survey prequalification category. The Surveying categories have been revised to one survey category. IDOT will no longer have route survey and land survey. There will be one survey category, Special Services (Surveying).

This change is being implemented per the requirements of the Illinois Department of Financial and Professional Regulation. Based on the 225 ILCS 330/5 Illinois Professional Land Surveyor Act of 1989 we must require an Illinois Licensed Professional Land Surveyor as well as the firm itself being a licensed land survey firm.

Firms currently prequalified in both of the categories, route and land survey, will automatically be prequalified in the new Surveying category. The firm is not required to submit any additional data.

Firms prequalified in only **one** of the current (route or land surveying) categories **are not prequalified** to do any surveying work, on existing, current, or future contracts.

To become prequalified firms are required to apply for prequalification in the new category. This will require an Illinois Licensed Professional Land Surveyor & support staff (including resumes), the firm's Department of Financial & Professional Regulation License, which includes Land Survey, and the applicable project descriptions.

This is effective immediately for existing contracts and all future contracts.

The description of the prequalification category and the SEFC may be viewed or downloaded from the IDOT Internet Site: [http:// www.dot.il.gov](http://www.dot.il.gov)

NOTICE

METHOD OF PAYMENT

Effective 01-26-11

All future projects, beginning with PTB 159, will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

CPFF formula:

Compensation = DL+DC+OH+FF

Where FF:

For Prime Agreements is:

$(0.37 + R)DL + \%DL$

When % is:

1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs

3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs

5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

For Sub-Consultants

$(0.37 + R)DL$

Where:

R= Complexity Factor: 0, 0.035, or 0.07

DL = Direct Labor

DC= Direct Cost

OH= Overhead Rate

Notice Of Performance Policy Change October 14, 2010

The previous performance policy dated March 9, 2004 has been revised to the following:

Firms will lose prequalification in a category for the following periods, under the following conditions and for the following periods of time:

Final Evaluation	Action	Duration
One "Substandard" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next two PTB's, or six months from the date of notification whichever is greater***
One "Poor" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next eight PTB's, or two years from the date of notification whichever is greater***

* This includes subcontract work.

** For example, if the evaluation is in a less complex category, such as "Highway Bridges: Simple," the firm also cannot submit on items requiring more complex similar categories such as "Highway Bridges: Complex." Conversely, if the evaluation is in a more complex category such as "Highway Bridges: Complex." The firm would not necessarily be suspended from submitting in similar simple categories such as "Highway Bridges: Typical."

*** At the end of the term, the firm must request reinstatement to the suspended categories. This will require documentation of efforts and success in correcting the issues which lead to the subject evaluations.

A firm receiving two less than "Satisfactory" final evaluations in a category within five years will:

- Lose prequalification in that category for one year if the second less than "Satisfactory" rating is "Substandard." Reinstatement of the prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.
- Lose prequalification in that category for five years if the second less than "Satisfactory" rating is "Poor." Reinstatement of prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.

APPEAL PROCESS

Firms that disagree with a final evaluation have a process with which to appeal, and its steps are as follows:

1. After receipt of the final evaluation, the consultant has 30 days in which to appeal a “Substandard” or “Poor” evaluation. The appeal is submitted in writing to the department entity that managed the contract and prepared the final evaluation (e.g., Regional Engineer, Bureau of Design and Environment, Bureau of Bridges and Structures).
2. The appeal will clearly state the basis for the appeal and any support documentation shall be attached.
3. When the consultant is not satisfied with the results of the appeal to the department entity that prepared the final evaluation, the consultant can request in writing, within 14 days, a review by the Deputy Director of Highways. The consultant shall provide a copy of the appeal to the department entity that managed the contract and the BDE Bureau Chief. The Deputy Director of Highways reviews the documentation file and the evaluation, and meets with the consultant and the department entities involved.
4. If the consultant remains unsatisfied with the results after meeting with the Deputy Director of Highways, the consultant may file a written appeal with the Director of Highways within 14 days of the final action by the Deputy Director of Highways.
5. The appeal shall state specifically the basis of the appeal and the reasons why the decision by the Deputy Director of Highways is incorrect. No new issues may be raised.
6. The Director will review all the information submitted with the appeal. The director may request a meeting with the consultant. The consultant will be notified in writing of the Director’s decision. The decision of the Director will be final.

Note this appeal process replaces the existing appeals process currently contained in Section 8-4.05(k) of the BDE Manual. It will be formally added to the manual at the earliest opportunity.

Notice Of IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE November 10, 2010

To receive updates related to the Prequalification of Consultant Engineering Firms, the Publishing of the Professional Transportation Bulletin, or other information related to Consultant Engineering through the free subscription service; please follow the instructions for subscribing. The information for both these items will be automatically e-mailed to the subscriber upon release.

Located at: <http://www.dot.il.gov/desenv/ptbsubsc.html>

Instructions to Subscribe

Please Note:

By subscribing to the IDOT-PTB list, you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: subscribe-dot-ptb@lists.illinois.gov
2. Send message
3. A confirmation e-mail will be sent to the subscriber asking them to reply or click a link.

Instructions to Unsubscribe

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: unsubscribe-dot-ptb@lists.illinois.gov
2. Send the message.
3. A confirmation e-mail will be sent to you removing you from the subscription list.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

IDOT is encouraging the use of this check sheet. We continue to receive submittals with errors. With the apparent lack of quality control in the Statement of Interest submittals, we are providing a check sheet for your use. Do not submit this document; it is intended as tool to help in your quality control process. Do not send.

☐ Downloaded and used most current forms <http://www.dot.il.gov/desenv/deform.html>

Statements of Interest for each item must be submitted as an adobe.pdf and labeled as described in the e-mail instructions. Use your SOI CODE that's provided at the top of your SEFC prequalification sheet. This sheet is provided with your firm's prequalification letter sent out on an annual basis.

IDOT has frequently asked questions for submitting SOI's available in the PTB and at <http://www.dot.il.gov/desenv/FAQ.html>

☐ Followed the e-mail instructions for submitting
<http://www.dot.il.gov/desenv/ptb/ptbemailinstructions.pdf>

Statements of Interest for each item must contain the following and be **received** between the time of Publish Date and the SOI due date, at 12:00 p.m. (Note: Sending before 12:00 p.m. does not guarantee that we receive before noon.)

☐ All requested data in advertisement is included (list specific items requested in advertisement).

Reviewed advertisement and included:

☐ **Exhibit A (BDE XHBT-A)** (required with every SOI)

☐ Correct PTB & Item Number (one specific to each PTB/ITEM)

☐ City, phone, e-mail provided

☐ Signed and dated

☐ Key personnel completed (personnel resumes attached)

☐ Subconsultant information, Firm name, category of work being performed, and DBE noted (if applicable) (If a DBE goal is listed, the firm(s) the prime will be using to meet this goal are shown at this location).

☐ Mentor Protégé information included, Firm Name that is the protégé and the category of work they will be doing.

☐ **Exhibit B (BDE XHBT-B)** (when applicable)

☐ The first portion (items 1 to 3) is required when Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction categories in the **Location/Design Study** Work Category are requested in the advertisement.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

Exhibit B (BDE XHBT-B) (continued)

- ☐ The second portion **Environmental Work** is to be completed when Environmental Assessment or Environmental Impact Statements categories are requested in the advertisement.

Staffing for disciplines listed below, matches staffing on Prequalified Environmental Staff document sent to your firm from IDOT.

- ☐ Environmental Lead
- ☐ Noise
- ☐ Water Quality
- Ecology Wetlands & Associated Aquatic Resources
- Biological Resources (other than Wetlands)
- ☐ Community Impacts
- ☐ Public Involvement
- ☐ Technical Writing

If submitting for one or ten items, each of these documents is required to be submitted as a separate adobe.pdf file for each Professional Transportation Bulletin (one for each PTB)

- Current Obligations (BDE CUR-OB) (Prime)
 - ☐ Firm name
 - ☐ Correct PTB #
 - ☐ Item #'s listed match Items being submitted
 - ☐ Dollar amounts are the most current (if selected on Previous PTB include estimated \$'s)
 - ☐ Phase III (construction Inspection work \$'s are completed)
- Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure (BDE DISC 2 Template)(Consultants))(Prime)

Page 1 Completed:

- ☐ PTB #
- ☐ Firm Name

Form A Completed:

- ☐ Firm Name
- ☐ Address, Phone, E-mail, & Fax

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

Form A continued

Individual Information Completed when applicable:

- ☐ Name
- ☐ Address
- ☐ Conflicts/Communications/Debarment

Applicable or Not Applicable Statements

- ☐ Signed
- ☐ Dated correctly

Form B Completed:

- ☐ Firm Name
- ☐ Address, Phone, E-mail, & Fax
- ☐ Dated correctly
- ☐ Signed

- **Disclosure of Business Operations in Iran (BDE 2900) (Prime)**

- ☐ Correct PTB #
- ☐ Item #'s listed match Items being submitted
- ☐ Firm Name
- ☐ Signed
- ☐ Dated correctly

- **Delinquent Debt Certification (BDE 3000) (Prime & Subconsultants)**

- **(this is one adobe file with the prime and sub, do not submit multiple files)**

- ☐ Correct PTB #
- ☐ Item #'s listed match Items being submitted
- ☐ Firm Name
- ☐ Dated correctly
- ☐ Signed
- ☐ Subconsultants listed are correct and listed items are correct
- ☐ Subconsultant's delinquent debt included
- ☐ One Adobe file created that contains prime and subs debt certification

NOTICE
Description and Minimum Requirements for
Statement of Experience and Financial Condition
Quality Assurance Category
EFFECTIVE 3-1-10

The Quality Assurance category has been revised in the Description and Minimum Requirements. Per the Quality Assurance Note in the Statement of Experience and Financial Condition Questionnaire, "PCC Level III will be required for all Project Managers as of 3/1/2010."

The PCC level III class is required to become prequalified and to remain prequalified in the QA PCC and Aggregate prequalification category.

The Description and Minimum Requirements is available at
<http://www.dot.il.gov/desenv/preqcons.html>

Notice of **Consultant Engineering** **Mentor Protégé Program**

Effective December 23, 2009
Revised 02-04-10

Firms wishing to participate in the Mentor Protégé program should indicate in their Statement of Interest e-mail the Item number(s) they are planning on participating.

For Example in the body of the E-mail message include “Firm ABC is interested in participating in the Mentor Protégé Program on items 2, 5 and 10.”

Also, the Exhibit A has been modified to include Mentor Protégé data. The Exhibit A document is available on the website at <http://www.dot.il.gov/desenv/deform.html>

Guidelines, implementation, and a sample development plan are available on our website at <http://www.dot.il.gov/consultmentor.html>

Frequently Asked Questions for Submitting Statements of Interest for Professional Transportation Bulletin

4-28-11

The frequently asked questions are available at <http://www.dot.il.gov/desenv/FAQ.html>
Professional Transportation Bulletin is available at <http://www.dot.il.gov/desenv/ptb.html>
To become a prequalified consultant go to <http://www.dot.il.gov/desenv/pregcons.html>

1. **Question:** Where do I submit my electronic Statement of Interest?

Answer: As stated in each advertisement and in the E-mail Instructions all submittals go to SOIPTB@dot.il.gov

2. **Question:** When do I submit my electronic Statement of Interest (SOI)?

Answer: The Statement of Interest due date and time are listed on the front cover of the PTB. If it is not **received** by 12:00 p.m. on the due date it will not be considered, that includes partial submittals. A complete submittal must be received before 12:00 p.m., which includes all required forms. If the SOI item is received at 11:59 a.m. and the forms are received in a separate e-mail at 12:01 p.m., your firm will not be considered for the PTB. Firms have 3 weeks to submit Statements of Interest, and we accept Statements of Interest from publish date to 12:00 p.m. on the due date.

3. **Question:** Where are the latest forms?


Answer: In the Professional Transportation Bulletin there is a bookmark titled Forms, which links to the website. There is also a link in the Guidelines, and a link in the E-mail Instructions. <http://www.dot.il.gov/desenv/deform.html>

4. **Question:** Why do I have to keep the footer with document name and why use the latest form?

Answer: IDOT is ISO certified. When IDOT is audited, The ISO Auditors ask, "How do you know the correct form is being used?" The footer with the document name and revision are the proof required.

5. **Question:** The footer disappears when I insert the Exhibit A/B file. How do I keep the footer?

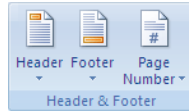
Answer: There are two options

- If you are using Microsoft Word 2003, you need to insert a section break. Per Word help, "To create a different header or footer for a section, you need to break the connection between the sections. Click in the section for which you want to create a different header or footer. On the **Header and Footer** toolbar, click **Link to Previous**  to break the connection between the header and footer in the current section and the previous one."
- If you are using Microsoft Word 2007, Starting at the beginning of the document, click in the first section for which you want to vary the


Frequently Asked Questions for Submitting Statements of Interest for Professional Transportation Bulletin

4-28-11

header or footer. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



Click **Edit Header** or **Edit Footer**.

On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in this section and the previous section.

OR

- Complete the word file, convert to adobe, and then insert the file in to your already converted PDF Statement of Interest.

6. **Question:** Does the Prime have to be prequalified in the requested categories in the advertisement or can we sub that work out?

Answer: Yes, the prime is required to have the prequalification. It states in the guidelines:
The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement.

Also, in every advertisement it states:

“The prime firm must be prequalified in the following categories to be considered for this project”: This means the prime is required to be prequalified in the listed categories.

7. **Question:** In the advertisements it sometimes states:
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer). Location Drainage prequalification category requirement may be completed by Sub and/or Prime)
 - The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveys prequalification category requirement may be completed by Sub and/or Prime)
 - The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (must be an Illinois Licensed Professional

**Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11**

Engineer). Geotechnical Services, Structure Reports Geotechnical (SGR) prequalification category requirement may be completed by Sub and/or Prime.

How do we address this in our submittal?

Answer: In these instances, if the prime is prequalified they may use their staff. If the prime is prequalified or if not prequalified for those categories, a subconsultant that is prequalified in the requested category may be used.

For example in the **Exhibit A** if using a sub, fill out as shown

Other Required Key Staff:

Name Required Prequalification Category :	
Surveying	
*Name	John Doe @ ABC Engineering
Category	PLS (PE, SE, LS)
Registration #	035-123456
Year Registered	1998 State IL
Office Location:	
City	Chicago State IL

8. **Question:** The advertisement has a DBE Goal. Where & how do we address in our Statement of Interest?

Answer: In the **Exhibit A** on page 3 of 3, there is the following statement: "List Subconsultant(s) and the item(s) of work that they will perform." This is where the firm lists all subs including DBE's. Example: ABC Engineering, DBE, will perform surveying services.

9. **Question:** The **Exhibit A** on page 3 of 3 asks:
Firm is proposing a Mentor-Protégé on this project: Yes ☐ No ☐

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in

What are we required to include in the above?

Answer: First check yes or no. If yes, include the name of the firm that will be the protégé and which prequalification category they will be mentored to do.

Example:

Firm is proposing a Mentor-Protégé on this project: Yes ☒ No ☐

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in
ABC Engineering	Location Design Studies (Rehabilitation)

Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11

10. **Question:** The advertisement states: The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts and ecology. Environmental staffing on **Exhibit B** must match the staffing presented and approved in the firm's most recent Statement of Experience and Financial Condition. Where do I find the approved staffing?

Answer: Every firm prequalified in environmental assessment receives as part of the prequalification response, a document that has a listing of who is qualified for lead and each discipline and at what level, EA or EIS. The personnel on the document titled "Prequalified Environmental Staff" are the staff that must appear on Exhibit B.

11. **Question:** The Advertisement states the required prequalification category is **Location/Design Studies (Reconstruction/Major Rehabilitation)**. Is the firm required to submit an Exhibit B?

Answer: Yes, it's required per the guidelines: 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**. Only the first section is required for Location Design Studies,

Location/Design Study Work

*This portion to be completed when projects require Location Design Studies
(Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction)*

For projects requiring Environmental Reports, the second portion is required
Environmental Work

*This portion to be completed when projects require Environmental Reports
(Environmental Assessment or Environmental Impact Statements)*

The request in the advertisement for Exhibit B is done as a courtesy.

12. **Question:** The guidelines say no more than 2 pages for firm's interest in performing the work. The advertisement requests additional data such as:

- Statements of Interest must also include the proposed Quality Assurance/Quality Control (QA/QC) plan for the project design, including calculations and check-set plans and specifications as deliverables.

Or

- Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability, and project team experience for similar projects, an organizational chart for the project, etc.

**Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11**

Can we go over the 2 page limit?

Answer: The guidelines also state, “8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.” The 2 page limit is separate from the additional requirements that may be requested in the advertisement. Your firm may not be considered if not all information requested in the advertisement is provided.

13. **Question:** Can we include pictures, charts, graph's?

Answer: Yes, but we have a limitation on receiving files. Our system can only accept files under 2MB.

14. **Question:** Our Statement of Interest files are very large. Can we break up the file and send in multiple e-mails?

Answer: Yes, but first look at why it's so large. Is everything scanned; are large picture files included, etc. Converting existing files to Adobe and limiting graphics can reduce the size of a file significantly.

As stated in the E-mail Instructions,
Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

15. **Question:** Our firm wants to do a joint venture (JV). Does IDOT have a JV agreement form?

Answer: No, IDOT does not have a form. It is up to the Consultants entering into a JV to submit the JV agreement as part of the Statement of Interest. See recurring notice “**NOTICE FOR JOINT VENTURE**”

16. **Question:** What are common errors made by consultants when submitting a Statement of Interest?

Answer: Waiting until the last minute to complete the Statements of Interest and using old SOI's with no quality control check.

Required forms and typical problems	
Document	Problem(s)
Current Obligations Example attached BDE CUR-OB	(wrong form, addition errors, \$'s not included for latest selection information, Construction Inspection work more than total work shown) (review instructions)

**Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11**

Required forms and typical problems continued	
Document	Problem(s)
Delinquent Debt Example attached BDE 3000	(not signed/dated, subconsultants not included, doesn't match first page, i.e. prime has sub working on item 2 and 4, sub lists working on 2 and 6)
Disclosure BDE DISC 2 Template (Consultants)	(not signed/dated, only partial submittal, missing form A or B or no disclosure included) A complete disclosure is required with every Professional Transportation Bulletin, IDOT is unable to authorize the firm to do work if disclosure is not clear.
Exhibit A Example attached BDE XHBT-A	(nothing in footer to indicate which form used, old form used, not signed/dated, city not indicated, DBE and work they are performing are not listed all requested personnel in advertisement not included.
Exhibit B BDE XHBT-B	(not included, nothing in footer to indicate which form used, old form used although new revised date shown in footer) Personnel listed did not match SEFC Environmental Staffing plan)
Iran Disclosure Example attached BDE 2900	(not signed/dated or included)
Miscellaneous	(Late, partial submittal, sent to wrong e-mail address, etc.)

NEW:

The forms for Current Obligations, Delinquent Debt, Exhibit A, and the Iran Disclosures have been completed and are attached as examples of how to correctly fill out for submittal.

Forms are located at: <http://www.dot.il.gov/desenv/deform.html>



Consultant's Current Obligations for Statements of Interest

Item(s) # 4, 12, & 22

Your Firm as Prime Consultant

Your Firm as Subconsultant To:

Note: The start date for the 0-6 months will be the date of this PTB

Firm Name ABC Engineering **PTB #** 151 **Item(s) #** 4, 12, & 22

Work By Your Transportation Staff for Other Than the Illinois Department of Transportation

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
City of Chicago	N/A			
Illinois State Toll Authority	750	350	250	150
All Other Work (Public & Private)	1,000	300	400	300
Total Non-IDOT		650	650	450

Note: The start date for the 0-6 months will be the date of this PTB

Summary of Work

(DO NOT TYPE IN THIS AREA-AUTO FILL IN)

Totals for Firm	0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
As Prime (from page 1)	950	350	250
As Subconsultant (from page 1)	175	25	50
For Non-IDOT (from table above)	650	650	450
Total	1775	1025	750

Work by Your Transportation Staff for all Construcion Inspection, Phase III Projects:

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
Phase III Work	500	100	300	100



PTB # 151 & Item(s) # 4, 12, & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that ABC Engineering with the FEIN or SSN of 555-55-5555
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jane Doe
Signature

2-17-10
Date

List all known subconsultants and the PTB item(s):

JKays Civil Firm (Item 4 & 12)
Megs Structural Creations (Items 12 & 22)

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 4 & 12

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that JKays Civil Firm with the FEIN or SSN of 888-88-8888
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jessica Smith
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 12 & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that Megs Structural Creations with the FEIN or SSN of 999-99-9999
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Megan Jones
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



EXHIBIT A

PTB # 151 **& Item #** 04

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager :	Project Engineer :
Name <u>Sam Smith</u>	Name <u>John Roads</u>
Category <u>PE</u> (PE, SE, LS)	Category <u>PE</u> (PE, SE, LS)
Registration # <u>062-11-1111</u>	Registration # <u>062-22-1111</u>
Year Registered <u>2000</u> State <u>IL</u>	Year Registered <u>1999</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

QC/QA Roadway :	QC/QA Structures:
*Name <u>Jane Doe</u>	*Name <u>N/A</u>
Category <u>PE</u> (PE, SE, LS)	Category <u></u> (PE, SE, LS)
Registration # <u>062-33-1111</u>	Registration # <u></u>
Year Registered <u>1999</u> State <u>IL</u>	Year Registered <u></u> State <u></u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u></u> State <u></u>

Other Required Key Staff:

Name Required Prequalification Category :	Name Required Prequalification Category:
Surveying	Location Drainage
*Name <u>Jessica Smith @ JKay's Civil Firm</u>	*Name <u>John Roads</u>
Category <u>LS</u> (PE, SE, LS)	Category <u>PE</u> (PE, SE, LS)
Registration # <u>035-11-1111</u>	Registration # <u>062-22-1111</u>
Year Registered <u>2002</u> State <u>IL</u>	Year Registered <u>1999</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Civil City</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

Name Required Prequalification Category :	Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
Total <u>2</u>	Engineers <u>3</u> Land Surveyors <u>1</u> Architects <u>0</u> Others <u>0</u> Total <u>4</u>	Technicians <u>3</u> Draftsmen <u>2</u> Survey Crew <u>2</u> Clerical <u>2</u> Other <u>1</u> Total <u>10</u>
		Total Project Staff 14

EXHIBIT A CONTINUED

PTB # 151 & **Item #** 04

Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐

If **Yes**, provide completion date and/or number of months. Per the advertisement 24 months

If **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying services

Firm is Proposing a Mentor-Protégé on this project: Yes ☐ No ☒

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>



EXHIBIT A

PTB # 151 **& Item #** 12

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager :	Project Engineer :
Name <u>Sam Smith</u>	Name <u>James Bridges</u>
Category <u>PE</u> (PE, SE, LS)	Category <u>PE/SE</u> (PE, SE, LS)
Registration # <u>062-11-1111</u>	Registration # <u>062-22-1111 & 081-11-1111</u>
Year Registered <u>2000</u> State <u>IL</u>	Year Registered <u>99/01</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

QC/QA Roadway :	QC/QA Structures:
*Name <u>Jane Doe</u>	*Name <u>Megan Jones @ Megs Structural Creations</u>
Category <u>PE</u> (PE, SE, LS)	Category <u>SE</u> (PE, SE, LS)
Registration # <u>062-33-1111</u>	Registration # <u>081-22-2222</u>
Year Registered <u>1999</u> State <u>IL</u>	Year Registered <u>2005</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u>Rolling Roads</u> State <u>IL</u>

Other Required Key Staff:

Name Required Prequalification Category :	Name Required Prequalification Category:
Surveying	Location Drainage
*Name <u>Jessica Smith @ JKays Civil Firm</u>	*Name <u>John Roads</u>
Category <u>LS</u> (PE, SE, LS)	Category <u>PE</u> (PE, SE, LS)
Registration # <u>035-11-1111</u>	Registration # <u>062-22-1111</u>
Year Registered <u>2002</u> State <u>IL</u>	Year Registered <u>1999</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Civil City</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

Name Required Prequalification Category : Structures Simple	Required Prequalification Category:
*Name <u>Paul Jems</u>	*Name _____
Category <u>SE</u> (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # <u>081-11-1111</u>	Registration # _____
Year Registered <u>2006</u> State <u>IL</u>	Year Registered _____ State _____
Office Location _____	Office Location _____
City <u>Rolling Roads</u> State <u>IL</u>	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
Total <u>2</u>	Engineers <u>7</u> Land Surveyors <u>1</u> Architects <u>0</u> Others <u>0</u> Total <u>4</u>	Technicians <u>6</u> Draftsmen <u>2</u> Survey Crew <u>2</u> Clerical <u>1</u> Other <u>0</u> Total <u>11</u>
		Total Project Staff <u>15</u>

EXHIBIT A CONTINUEDPTB # 151 & Item # 12Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐If **Yes**, provide completion date and/or number of months. Per the advertisement 36 monthsIf **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying servicesMegs Structural Creations (Structures Highway: Typical)

Firm is Proposing a Mentor-Protégé on this project: Yes ☒ No ☐**Name of Protégé Firm****Areas of work (prequalification category(ies) they will be participating in**JKays Civil FirmHighways (Roads and Streets)



PTB # 151 **& Item #(s)** 4, 12, and 22

Public Act 95-0616 provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and either of the following conditions apply:

- (1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and, the Company has failed to take substantial action.
- (2) The Company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms "Business Operations", "Company", "Mineral-extraction Activities", "Oil-related Activities", "Petroleum Resources", and "Substantial Action" are all defined in the Act.

Failure to make the disclosure required by the Act shall cause the bid, offer, or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed as doing business or having done business in Iran will be provided to the State Comptroller.

To be in compliance with the Disclosure of Business Operations in Iran, check the appropriate statement:

- ☒ **Company has no business operations in Iran to disclose.**
- ☐ **Company has business operations in Iran as disclosed in the attached document(s).**

The following must be signed and dated by a person authorized to execute contracts for the offeror.

THE FOLLOWING STATEMENT MUST BE SIGNED AND DATED

<u>ABC Engineering</u> Name of Firm (type or print)	
<u>Jane L. Doe</u> Name of Authorized Representative (type or print)	
<u>Vice President</u> Title of Authorized Representative (type or print)	
<u>Jane L. Doe</u> Signature of Authorized Representative	<u>02-18-2010</u> Date

To submit, use Consultant firm code, followed by DISCIR.

Example: Firm Code "ABC" submittal would be ABCDISCIR.pdf (Required From Prime Only)

Return To: Cement and Concrete Reference Laboratory
At NIST
100 Bureau Drive, Stop 8616
Gaithersburg, Maryland 20899-8618
Phone: 301-975-6704
Fax: 301-975-2243
Email: ccrl@nist.gov

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

Name: Mark Gawedzinski, BMPR Pre-Qualification Coordinator
Company: Illinois Department of Transportation
Bureau of Materials and Physical Research
Address: Springfield, Illinois
Email Address: mark.gawedzinski@illinois.gov
Phone: 217-782-2799

For:

Laboratory Name: _____
Address: _____

Phone Number: _____
CCRL Laboratory Number: _____

I hereby give permission to CCRL to release copies of proficiency sample reports:

Signature (mandatory) Date

Print Name

Print Title

E-mail Address

This release remains in effect as long as this laboratory participates in the CCRL proficiency sample program.

NOTICE
Effective January 24, 2008

Illinois Department of Transportation
Requirements for Verification of Quality Assurance Consultants Enrollment in
the AMRL Proficiency Assessment Program

As part of the prequalification process, Consultants wanting to become precertified as a Quality Assurance Consultant must be enrolled in the AASHTO AAP Proficiency Assessment Program. IDOT now requires consultants enrolled in the program allow IDOT access to their proficiency ratings via the AASHTO AMRL web site. In order to meet the terms of this requirement, as part of the prequalification process, each consultant is directed to the AASHTO web site at:

<http://amrl.net>

Log in to the site as you would to report your firms' proficiency assessment results. Once the firm has logged into the AASHTO web site, complete the following steps:

- Select the black "My Lab" tab at the top of the page.
- Then Under Lab Account in the left column, select Manage PSP Specifiers.
- Select Add New Specifier and then from the dropdown list, select IL Dept of Transportation.
- Select Configure Enrollment Specifiers.
- Make the following samples available for evaluation with unlimited time periods:

AASHTO (Illinois Modified)	ASTM	Description
AGGREGATES		
T 11 (IL)	C117	75-µm (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
HOT-MIX ASPHALT		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
CONCRETE		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

IDOT AMRL Proficiency Verification
Page 2

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

David L. Lippert, P.E.
Engineer of Materials
And Physical Research

Notice for Department Manuals, Memorandums, & Rules

The following is available on our website: <http://www.dot.il.gov/dobuisns.html>

- [Aeronautics Part 14 Aviation Safety Rules](#)
- [Aeronautics Part 16 Airport Hazard Zoning Rules](#)
- [All Bridge Designer Memoranda](#)
- [Bureau of Bridges and Structures Documents, Manuals and Procedures](#)
- [Bureau of Construction Current Construction Memorandums](#)
- [Bureau of Design and Environment Manuals & Memorandums](#)
- [Bureau of Land Acquisition Policies and Procedures Manual Updates](#)
- [Coded Pay Items](#)
- [CREATE Manuals](#)
- [Land Acquisition Manual](#)
- [Bureau of Local Roads Circular Letters](#)
- [Bureau of Local Roads Manual](#)
- [Bureau of Safety Engineering Programs, Policies & Manuals](#)
- [Construction Manual](#)
- [Geotechnical Documents Manuals and Procedures](#)
- [Government Electronic Records Act](#)
- [IDOT Drainage Manual](#)
- [Illinois Highway Info System Roadway Info & Procedure Manual](#)
- [Illinois Highway Info System Structure Info & Procedure Manual](#)
- [Illinois Highway Info System Railroad Info & Procedure Manual](#)
- [Illinois Traffic Monitoring Program](#)
- [Manual on Uniform Traffic Control Devices](#)
- [Oversize/Overweight Permit Policy Manual](#)
- [Project Procedures Guide](#)
- [Quality Standard for Work Zone Traffic Control Devices](#)

The Highway Manuals Sales Order Forms (Highway Manual Order Form) is available at: <http://www.dot.il.gov/desenv/orderform.html>

NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (www.dot.il.gov/desenv/pregcons.html) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (www.dot.il.gov/ucp/ucp.html) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

Each list of tasks specified on a DBE's Cost Estimate Consultant Services (CECS) will be verified for DBE certification beginning January 1, 2007.

If you have any questions on DBE certification, please contact Carol Lyle in the Office of Business and Workforce Diversity.

“Special Notice Regarding Disadvantaged Business Enterprises”

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm's letter must include a statement that it intends to subcontract the designated percent to a DBE. The Exhibit A in the Statement of Interest must include the DBE Consultant and the category of work they are going to perform.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT's Division of Highways' Bureau of Design and Environment (BDE). IDOT's Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT's web site <http://www.dot.il.gov> under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE's Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.
2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.
3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

NOTICE OF ELECTRONIC SIGNATURES

In order for us to verify your scanned in signature (on cover letters, Exhibit A, Disclosure Forms A and B, and Delinquent Payment Form) we request that you complete the Signature Certification for Electronic Submittals form and submit it to us in **hard-copy** immediately. A signature certification form must be completed for each individual that will be signing any of the above mentioned documents. **If you have previously submitted your Signature Certification and no new individual will be signing the documents you are not required to re-submit the document.**

Send Submittal to:
Illinois Department of Transportation
Ms. Janet Pisani
Bureau of Design and Environment
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, IL 62764

If you have questions, please contact Carrie Kowalski at: Carrie.Kowalski@illinois.gov

Signature Certification for Electronic Submittal
--

Signature Certification For Electronic Submittals

I certify that my electronically scanned-in signature appearing in future electronic Statements of Interest and associated documents submitted by our firm is authorized to be affixed by the person doing so and will be binding on the firm.

(Firm) (Signature) (Title)

STATE OF _____

COUNTY OF _____ I, _____

a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that

known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that (he/she) signed, sealed and delivered the said instrument as a free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notary Seal this _____ day of _____ A.D. _____

NOTARY PUBLIC

Notice
Of Requirement For
Illinois Department of Human Rights (IDHR)
Public Contract Number

Following selection, contract all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site http://www.state.il.us/dhr/Programs/DHR_PBCT.htm or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division 100 W. Randolph, Suite 10-100 Chicago, IL 60601 or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

Please be aware that, as of January 1, 2010, per Public Act 096-1786, all those filing for, *or renewing*, an IDHR number, will be charged a \$75.00 registration fee. Such registration will be valid for 5 years from the date of issuance.

Overtime Billing for Engineering Consultant Contracts

The engineering consultant firm may bill overtime in accordance with Section 2.86 of the Standard Agreement Provisions and the following. When the employee in the same pay period, has worked on more than one project, the amount premium wages charged to a project must be in direct proportion to the total number of hours the employee worked in that pay period. (i.e. total hours worked in pay period = 50 hours (10 of which are premium hours), 25 total hours for the pay period on the project, 5 hours of overtime may be charged to the project.)

NOTICE For Prequalification of Consultants & DBE Revisions

Prequalification:

As stated in each Professional Transportation Bulletin under the guidelines:

Consultant firms acting as prime must be prequalified in all of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. If the prime is not prequalified in the required category(s) stated in the project advertisement, that firm's Statements of Interest cannot be considered for the item.

Within the Statements of Interest (Exhibit A page 3 of 3) the prime must identify any subconsultants and the item(s) of work they will perform. Subconsultants must be prequalified in the category of work they will be performing.

Also as stated in the Standard Agreement Provisions: 2.24 SUBLETTING, ASSIGNMENT OR TRANSFER:

Subconsultants must be prequalified in accordance with the department requirements. For specialized services that are required but which do not fall into the areas of prequalification of the department, a non-prequalified firm may be used with department approval.

DBE Participation:

The U.S. DOT regulation, 49CFR Sec. 26.55(a), states, "When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward the DBE goals." The IDOT and U.S. DOT regulations further state:

When a DBE subcontracts part of the work its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.

Effective immediately all subconsultant proposals where a DBE is utilized for the main contract and it is necessary for them to obtain non professional services which would be listed as a direct cost, the amount of those services will not apply to the DBE goal. For example if a DBE geotechnical firm is being used and they use a non-DBE drilling company to do the borings, the cost for this work will not apply to the DBE goal.

However any direct costs incidental to doing the work, per diem, hotel costs etc. will still counted toward the goal.

NOTICE OF TRAINING OPPORTUNITY

Updated 4-24-09

LAKELAND COLLEGE TRAINING COURSES

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938-9336
Phone: (217) 234-5285
Fax: (217) 234-5381 E-Mail: idotqcqa@lakeland.cc.il.us
Internet Homepage: <http://www.lakeland.cc.il.us/idotqcqa>

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<http://www.nhi.fhwa.dot.gov/home.asp>

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

<http://www.ntionline.com>